



# Leziate Parish Council

## Freedom of Information Publication Scheme

This guidance/template gives examples of the kinds of information that we would expect Parish Councils to provide in order to meet their commitments under the model publication scheme.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>hard copy upon request to the Clerk or website – <a href="https://leziatpec.norfolkparishes.gov.uk/">https://leziatpec.norfolkparishes.gov.uk/</a></p>	
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	<p>See costs on page 7</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>As above</p>	<p>as above</p>

Location of main office and accessibility details	Clerk : 2 Abbeyfields, Abbeyfields, Great Massingham. PE32 2JE. <a href="mailto:leziatpec@outlook.com">leziatpec@outlook.com</a> 07523 647757	See costs on page 7
Staffing structure	Part time Parish Clerk & RFO	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	hard copy upon request to the Clerk or website – <a href="https://leziatpec.norfolkparishes.gov.uk/">https://leziatpec.norfolk parishes.gov.uk/</a> (hard copy or website)	See costs on page 7
Annual return form and report by auditor	hard copy/email/website	
Finalised budget	hard copy/email/website	
Precept	hard copy/email/website	
Financial Standing Orders and Regulations	hard copy/email	
Grants given and received	hard copy/email	
List of current contracts awarded and value of contract	hard copy/email	
Members' allowances and expenses	hard copy/email	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	hard copy upon request to the Clerk or website – <a href="https://leziatpec.norfolkparishes.gov.uk/">https://leziatpec.norfolk parishes.gov.uk/</a> (hard copy or website)	See costs on page 7

Play Area Inspection Annual Report		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	hard copy upon request to the Clerk or website – <a href="https://leziatpec.norfolkparishes.gov.uk/">https://leziatpec.norfolkparishes.gov.uk/</a> (hard copy or website)	See costs on page 7
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/noticeboard/ email/hard copy	
Agendas of meetings (as above)	Website/noticeboard/ email/hard copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/noticeboard/ email/hard copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	hard copy or email	
Responses to consultation papers	Minutes/Website	
Responses to planning applications	Minutes/Website	
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	hard copy upon request to the Clerk or website – <a href="https://leziatpec.norfolkparishes.gov.uk/">https://leziatpec.norfolkparishes.gov.uk/</a> (hard copy or website)	See costs on page 7
Policies and procedures for the conduct of council business:	Website/hardcopy/email	

Procedural standing orders Policy statements Financial Regulations Health & Safety Risk Assessments Freedom of Information GDPR Policy		
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Covered by employment contract	
Information security policy	as risk assessment	
Records management policies (records retention, destruction and archive)		
Data protection policies	No data in public domain	
Schedule of charges (for the publication of information)	See page 7	

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(hard copy; some information may only be available by inspection)	See costs on page 7
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets register		
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Via Clerk inspection only	
Register of members' interests	Via Clerk	
Register of gifts and hospitality	Via Clerk	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	hard copy upon request to the Clerk or website – <a href="https://leziatpec.norfolkparishes.gov.uk/">https://leziatpec.norfolkparishes.gov.uk/</a> (some information may only be available by inspection)	See costs on page 7
2 Play Areas	Via Clerk	
Brand's Wood	Via Clerk	
<p><b>Additional Information</b></p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	None	

**Contact details:**

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 c/o 2 Abbeyfields, Abbey Road,  
 Great Massingham. Norfolk. PE32 2JE  
[leziatpec@outlook.com](mailto:leziatpec@outlook.com) / 07368 861696

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ £1.00 per sheet (black & white)	Actual cost based on printer/ink/paper costs
	Photocopying @£2.00 per sheet (colour)	Actual cost based on printer/ink/paper costs
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

(actual cost incurred by the public authority)