

Information available from South Creake Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		<p>See costs on Page 5 for hard copies of documents in Class 1</p>
<p>Who's who on the Council and its Committees</p>		
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Clerk's contact details are on Page 5. Council members' details on the website or hard copy</p>	
<p>Location of main Council office and accessibility details</p>	<p>Office is in Clerk's home. Meetings by appointment only.</p>	
<p>Staffing structure</p>	<p>Clerk is sole employee</p>	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		<p>See costs on Page 5 for hard copies of documents in Class 2</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy/Email/Website</p>	
<p>Finalised budget</p>	<p>Hard copy/Email</p>	
<p>Precept</p>	<p>Hard copy</p>	
<p>Borrowing Approval letter</p>	<p>Not applicable</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy/Email/Website</p>	

Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 5 for hard copies of documents in Class 3
Parish Plan (current and previous year as a minimum)	Hard Copy/Email/Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		See costs on Page 5 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy/Email/Website	
Agendas of meetings (as above)	Hard copy/Notice board/Email/Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/Notice board/Email/Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email	
Responses to consultation papers	See Minutes/Email	
Responses to planning applications	See Minutes/Email	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services)		See costs on Page 5 for

and responsibilities) Current information only		hard copies of documents in Class 5
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy/Email/Website Not applicable Hard copy/Email Hard copy/Email	
Policies and procedures for the provision of services and about the employment of staff: Internal 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)	Not yet available Hard copy/Email/Website Not yet available Not yet available Freedom of Information details available on the hardcopy or email Hard copy/Email/Website	
Information security policy	Not yet available	
Records management policies (records retention, destruction and archive)	Hard copy/Email	
Data protection policies	No data not in public domain	
Schedule of charges (for the publication of information)	See page 5	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	See costs on Page 5 for hard copies of documents in Class 6

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	From the Clerk for inspection only	
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)	Not yet available	
Register of members' interests	Apply to Clerk	
Register of gifts and hospitality	Apply to Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	See costs on Page 5 for hard copies of documents in Class 7
Allotments	Model tenancy agreement available from the Clerk.	
Burial grounds and closed churchyards	No relevant information	
Community centres and village halls	No relevant information	
Parks, playing fields and recreational facilities	From the Clerk for inspection only	
Seating, litter bins, clocks, memorials and lighting	Hard copy/Email	
Bus shelters	Hard copy/Email	
Markets	No relevant information	
Public conveniences	No relevant information	
Agency agreements	No relevant information	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

The Clerk of South Creake Parish Council

Name: Miss Sarah Harvey
 Address: Byanoak, Leicester Road, South Creake, Fakenham, Norfolk, NR21 9PW
 Telephone: 01328 823391
 Email: parishclerksc@hotmail.co.uk
 Website: www.southcreake.com

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per single sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00 per sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class Recorded delivery if requested at standard price

* the actual cost incurred by the public authority