

## Information available from Fransham Parish Council under the Publication Scheme Policy & Schedule of Charges

Information to be published	How the information can be obtained
<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>	(hard copy and/or website)
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website
Location of main Council office and accessibility details	Website
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)
Annual return form and report by auditor	Website
Finalised budget	Website

Precept	Website
Borrowing Approval letter	Website
Financial Standing Orders and Regulations	Website
Grants given and received (annual list)	Website
List of current contracts awarded and value of contract	Website
Members' allowances and expenses	N/A
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)
Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (current year only)	Website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	Website
<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 or website)
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	Website
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	Website

Complaints procedures (including those covering requests for information and operating the publication scheme)	
Information security policy	Website
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Schedule of charges (for the publication of information)	Website
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A
Assets Register	Website
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)	Website
Register of members' interests	Website
Register of gifts and hospitality	Website
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Seating, litter/dog bins, memorials and lighting etc	Website
Bus shelters	Website

A summary of services for which the council is entitled to recover a fee, together with those fees	Website

**Contact details:**

The Parish Clerk  
Bay Tree Cottage  
School Road  
Fransham  
NR20 5LH

01362 667756

[franshamparishcouncil@gmail.com](mailto:franshamparishcouncil@gmail.com)

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	As appropriate	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		