

## Information available from Tivetshall Parish Council under the model publication scheme

***For hard copies of information requested please see copying charges below***

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>	Parish Noticeboard and website
Who's who on the Council and its Committees	Parish Noticeboard and website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Noticeboard and website
Location of main Council office and accessibility details	86 Vanguard Chase Norwich NR5 0UH
Staffing structure	The Clerk only
<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>	Website and available from Clerk
Annual return form and report by auditor	Parish Noticeboard (at required time of year) and copy on website. Full details available from Clerk
Finalised budget	Website and available from Clerk
Precept	Details available from Clerk
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website and available from Clerk
Grants given and received	Meeting minutes
List of current contracts awarded and value of contract	Meeting minutes
Members' allowances and expenses	Meeting minutes

Information to be published	How the information can be obtained
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Meeting minutes and from the Clerk
Parish Plan (current and previous year as a minimum)	Meeting minutes and available from Clerk
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Meeting minutes
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Meeting minutes
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Meeting minutes/agendas, website and available from Clerk
Agendas of meetings (as above)	Parish Noticeboards, website, Post Office and available from Clerk
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Post Office and available from Clerk
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Summarised in minutes and available from Clerk
Responses to consultation papers	Summarised in minutes and available from Clerk
Responses to planning applications	Summarised in minutes and available from Clerk
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Website and available from The Clerk
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers</p>	Website and available from The Clerk

<b>Information to be published</b>	<b>How the information can be obtained</b>
Code of Conduct Policy statements	
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)	Website and available from The Clerk
Information security policy	Website and available from The Clerk
Records management policies (records retention, destruction and archive)	Available from Clerk
Data protection policies	Website and available from The Clerk
Schedule of charges (for the publication of information)	See below
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	None held
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Register of Electors
Asset Register	Available from Clerk
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)	Available from Clerk
Register of members' interests	Available from Clerk
Register of gifts and hospitality	Available from Clerk
Emergency Plan	Available from Clerk
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Village Green/Village hall Site /Bus Shelter/ Village Benches and dog waste/waste bins – available from Clerk  Website – general information
Allotments	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A

<b>Information to be published</b>	<b>How the information can be obtained</b>
Parks, playing fields and recreational facilities	Available from Clerk
Seating, litter bins, clocks, memorials and lighting	Available from Clerk
Bus shelters	Available from Clerk
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	NONE

### Contact details:

Mr Alan Arber  
Parish Clerk  
86 Vanguard Chase  
Norwich  
NR5 0UH

**07813190516**

[parish.clerk@tivetshall.org.uk](mailto:parish.clerk@tivetshall.org.uk)

### 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 @ 10p per sheet (black & white)	in line with Local Government charges
	Photocopying @ £1.00 per sheet (colour)	in line with Local Government charges
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	See below	

