



PULHAM ST MARY PARISH COUNCIL 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)</p> <p>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>Information available on www.pulhamstmarypc.org.uk</p>	
Who's who on the Council and its Committees	<p>Information available on www.pulhamstmarypc.org.uk or Contact the Clerk – 01986 788048</p>	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Parish Clerk – Lisa Aston 01986 788048 pulhamstmary@outlook.com Chairman – Sinclair Glover 01379 676730 (eve) Vice Chairman – Tania McDaniel 01379 608697</p>	
Location of main Council office and accessibility details	<p>59d High Road, Wortwell, Harleston IP20 0HA. Please contact the Clerk for accessibility</p>	
Staffing structure	Parish Clerk & RFO	

<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)</p> <p>Current and previous financial year as a minimum</p>	<p>Information available on www.pulhamstmarypc.org.uk or Contact the Clerk – 01986 788048 (some information may be available only by inspection)</p>	<p>See Schedule Below</p>
Annual return form and report by auditor	See Above	
Finalised budget	See Above	
Precept	See Above	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	See Above	
Grants given and received	See Above	
List of current contracts awarded and value of contract	Currently None	
Members' allowances and expenses	See Above	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Information available on www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048 (some information may be available only by inspection)</p>	<p>See Schedule Below</p>
Parish Plan (current and previous year as a minimum)	Currently N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	See Above	
Quality status	Currently N/A	
Local charters drawn up in accordance with DCLG guidelines	Currently None	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Information available on www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048 (some information may be available only by inspection)</p>	<p>See Schedule Below</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Information available on Notice Board, www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048</p>	
<p>Agendas of meetings (as above)</p>	<p>See Above</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Draft Minutes available in Village shop following meeting, www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048</p>	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Included in Minutes or Contact the Clerk – 01986 788048</p>	
<p>Responses to consultation papers</p>	<p>Minuted See Above</p>	
<p>Responses to planning applications</p>	<p>Minuted See Above</p>	
<p>Bye-laws</p>	<p>N/A</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Information available on www.pulhamstmarypc.org.uk or Contact the Clerk 01986 788048 (some information may be available only by inspection)</p>	<p>See Schedule Below</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference</p>	<p>See Above</p>	

Delegated authority in respect of officers 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)	See Above (some information is currently under review and not yet available)	
Information security policy	Regular Computer backups; secure document retention	
Records management policies (records retention, destruction and archive)	Retention as per Norfolk ALC guidelines; sensitive documents shredding, minutes retained in perpetuity	
Data protection policies	Currently no undisclosed data held	
Schedule of charges)for the publication of information)	See Below	
Class 6 – Lists and Registers Currently maintained lists and registers only	Information available on www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048 (some information may be available only by inspection)	See Schedule Below
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	A List of public Land and Buildings will be available on www.pulhamstmarypc.org.uk from 1/7/15	

Assets Register	Contact the Clerk 01986 788048	
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)	Any and all disclosures minuted	
Register of members' interests	Information available on www.pulhamstmarypc.org.uk or Contact the Clerk 01986 788048	
Register of gifts and hospitality	Currently nothing registered, Contact the Clerk 01986 788048	
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	Information available on www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048 (some information may be available only by inspection)	See Schedule Below
Allotments	As Above	
Burial grounds and closed churchyards	N/A – Contact Parochial Church Council	
Community centres and village halls	N/A – Contact The Pennoyers Centre	
Parks, playing fields and recreational facilities	As Above	
Seating, litter bins, clocks, memorials and lighting	As Above	
Bus shelters	As Above	
Markets	None	
Public conveniences	None	
Agency agreements	Currently no agreements	
Streetlighting	35 units owned and maintained by the Parish; 1 unit (car park the Pennoyers Centre) owned and maintained by South Norfolk DC	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hire of Recreation Ground - details by application to the Clerk – 01986 788048	

Additional Information		
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Contact details:

**Clerk to the Parish Council
Ms Lisa Aston
59d High Road
Wortwell, Harleston
Norfolk
IP20 0HA**

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 @10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Electronic transmission	Free
	Postage	Actual cost of Royal Mail standard 2 nd class, recorded if requested *
Statutory Fee		
Other	Cost or Clerks time if requests are for specialised or in depth information	Parish Council to discuss and consider any possible charges. Parishioners to be notified before such charges are applied. NB This may delay the provision of such information pending discussion at the next scheduled Parish Council Meeting.

* the actual cost incurred by the public authority