



PULHAM ST MARY PARISH COUNCIL MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Pulham St Mary Parish Council is comprised of nine resident and volunteer Parish Councillors, and a Parish Clerk/Responsible Financial Officer, who is a paid employee. In addition, various contractors work to cover the routine maintenance of the village.	Current information available on www.pulhamstmarypc.org.uk	
Who's who on the Council and its Committees	Current Information available on www.pulhamstmarypc.org.uk or Contact the Clerk – 01986 788048	
Contact details for Parish Clerk and Council members	Parish Clerk – Lisa Shulver 01986 788048 pulhamstmary@outlook.com Chairman – Clayton Hudson mail@claytonhudson.co.uk Vice Chairman – Glenn Albon glennalbon@btinternet.com	

Location of main Council office and accessibility details	59d High Road, Wortwell, Harleston IP20 0HA. Please contact the Clerk for accessibility	
Staffing structure	Parish Clerk & RFO	
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	Information available on www.pulhamstmarypc.org.uk or Contact the Clerk – 01986 788048 (some information may be available only by inspection)	See Schedule Below
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	The awarding of contracts are included in the minutes a list can be procured from the Clerk – 01986 788048	See Schedule Below
Members’ allowances and expenses	Members do not currently claim allowances or expenses	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Information available on www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048 (some information may be available only by inspection)	See Schedule Below

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 – PSMpc is not a Quality Council		
Local charters drawn up in accordance with DCLG guidelines	Currently None	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Decisions are made and ratified at (quorate) council meetings, minutes are available on www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048 (some information may be available only by inspection)	See Schedule Below
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Information available on Notice Board, www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048	
Agendas of meetings (as above)	See Above	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Draft Minutes available in Village shop following meeting, www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Included in Minutes or Contact the Clerk – 01986 788048	
Responses to consultation papers	Minuted See Above	
Responses to planning applications	Minuted See Above	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Current information available on www.pulhamstmarypc.org.uk or Contact the Clerk 01986 788048 (some information may be available only by inspection)	See Schedule Below

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	See Above	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Lone worker policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	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	PSM pc is bound by the GDPR Privacy notices and Data Protection policy available www.pulhamstmarypc.org.uk or Contact the Clerk 01986 788048	

Class 6 – Lists and Registers	Current Information available on www.pulhamstmarypc.org.uk or Contact the Clerk - 01986 788048 (some information may be available only by inspection)	
Currently maintained lists and registers only		
Assets Register	Information available on www.pulhamstmarypc.org.uk or 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)	All information included in minutes	
Register of members' interests	Current Information available on www.pulhamstmarypc.org.uk on the local district councils website or Contact the Clerk 01986 788048	
Register of gifts and hospitality	Not applicable at this time	
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		

Contact details:

**Clerk to the Parish Council
Ms Lisa Shulver
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	In accordance with the relevant legislation (Quote the actual Statute)

* the actual cost incurred by the public authority