

Pulham St Mary Parish Council

Freedom of Information Policy and Publication Scheme

Policy

As required by the Freedom of Information Act 2000 Pulham St Mary Parish Council will publish or make available by other means, information held by the council that falls within the classes as set out in the Publication Scheme detailed below.

The Publication Scheme

provides details of information available and methods by which specific information is made available. All information will be updated on a regular basis.

Class1 - Who we are and what we do.

Pulham St Mary Parish Council is comprised of nine resident and volunteer Parish Councillor, and a Parish Clerk/Responsible Financial Officer, who is the only paid employee. In addition, various contractors work to cover the routine maintenance of the village.

Who's who on the Council and its Committees. Current Information is available on www.pulhamstmarypc.org.uk or by contacting the Clerk on 01986 788048.

Contact details for Parish Clerk and Council Officers.

Parish Clerk – Lisa Shulver 01986 788048, pulhamstmary@outlook.com

Chairman – Mark Scanlan, mscanlan138@gmail.com

Vice Chairman – Tania McDaniel, sunnytania28@gmail.com

Location of main Council office and accessibility details.

59d High Road, Wortwell, Harleston IP20 0HA. Please contact the Clerk for accessibility.

Class 2 – What we spend and how we spend it.

Pulham St Mary Parish Council maintain financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit records.

Current and previous years financial information available.

Financial Regulations, The Finalised Budget, Precept and Annual Audit Return are available on www.pulhamstmarypc.org.uk or by contacting the Clerk on 01986 788048.

Monthly financial transactions, details of grants given and received, current contracts awarded and value of contracts are available from the minutes published on www.pulhamstmarypc.org.uk (current monthly copy displayed in the village post office) or by contacting the Clerk on 01986 788048.

Class 3 – What our priorities are and how we are doing

Pulham St Mary Parish Council prepare strategies and performance information, plans, assessments, inspections and reviews.

Current and previous years information available.

The Parish Action Plan and minutes of the Annual Parish Meeting are available on www.pulhamstmarypc.org.uk or by contacting the Clerk on 01986 788048.

Details of working group strategies, reports on planned actions and reports/reviews on council or third-party inspections are available from the minutes published on www.pulhamstmarypc.org.uk (current monthly copy displayed in the village post office) or by contacting the Clerk on 01986 788048.

Pulham St Mary Parish Council have been awarded a bronze quality status.

Class 4 – How we make decisions.

Decisions made by Pulham St Mary Parish Council are ratified at (quorate) council meetings and record recorded in the parish council minutes.

Current and previous years information available.

Timetable of meetings, agendas and minutes of all meetings are available on www.pulhamstmarypc.org.uk or by contacting the Clerk on 01986 788048.

Details of reports and responses to meetings or consultations (other than information that is properly regarded as 'private') and responses to planning applications are available from the minutes published on www.pulhamstmarypc.org.uk (current monthly copy displayed in the village post office) or by contacting the Clerk on 01986 788048.

Class 5 – Our Policies and Procedures.

Pulham St Mary Parish Council maintain written protocols, policies and procedures for delivering our services and responsibilities.

Information available on how we carry out our business.

Copy of Pulham St Mary Standing Orders and Committee/Sub-committee Terms of Reference, Code of Conduct and the councils policy statements are available on www.pulhamstmarypc.org.uk or by contacting the Clerk on 01986 788048.

Delegated authority in respect of officers is available from the minutes published on www.pulhamstmarypc.org.uk (current monthly copy displayed in the village post office) or by contacting the Clerk on 01986 788048.

Pulham St Mary Parish Council regularly backup our electronic data and operate secure document retention as per Norfolk ALC guidelines. We are bound by GDPR; Privacy Notices and our Data Protection Policy are available on www.pulhamstmarypc.org.uk or by contacting the Clerk on 01986 788048.

Class 6 – Lists and Registers.

Pulham St Mary Parish Council maintain an Asset Register available on www.pulhamstmarypc.org.uk or by contacting the Clerk on 01986 788048. A Register of Members' Interests is available on the District Councils website www.south-norfolk.gov.uk, from a link on the parish website or by contacting the Clerk on 01986 788048.

A disclosure log of information that has been provided in response to requests, of gifts given or received are available from the minutes published on www.pulhamstmarypc.org.uk (current monthly copy displayed in the village post office) or by contacting the Clerk on 01986 788048.

Class 7 – The services we offer.

Pulham St Mary Parish Council provide and maintain allotments, playing fields with recreational facilities, seating, litter bins, notice boards, a phone box, used as notice/display facility and 35 streetlight units. Information on availability to rent council facilities and fees charged are available from the Clerk on 01986 788048.

A monthly parish report is published on www.pulhamstmarypc.org.uk and will include up to date details on services the council offer.

Requests for information should be made to the Clerk;

Lisa Shulver
59D High Road
Wortwell
Harleston
Norfolk
IP20 0HA
01986 788048

Charges.

Information is available free of charge on www.pulhamstmarypc.org.uk

Paper photocopies of information requested will be charged at 10p per sheet (black & white) and 20p per sheet (colour). Postage will be charged at actual cost of Royal Mail standard 2nd class, recorded if requested at the actual cost incurred.

The cost of the Clerks time if requests are for specialised or in-depth information, will be in accordance with the relevant legislation and a quote will be provided in advance.

Complaints.

Complaints made under this policy should be referred to the Clerk as identified under the Council's Complaints Policy.

Policy adopted: Meeting of 9th Feb 2021

Reviewed February 2024