



NORTH WALSHAM TOWN COUNCIL FREEDOM OF INFORMATION ACT POLICY MODEL PUBLICATION SCHEME

Information available from North Walsham Town Council under the Model Publication Scheme.

Some documents are available on the website but hard copies can be obtained from the Town Council (prices are at the end of this document). Website : www.northwalsham-town.co.uk

COSTS : See costs on Page 4 for hard copies of documents

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do (Organisational Information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>NB: Councils should already be publishing as much information as possible about how they can be contacted</p>	(Hard copy or on the website)
Who is who on the Council and its Committees	Council member’s details on the website and leaflet. Details of committees in leaflet and on website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	Clerks details on page 7. Details of Councillors on website and leaflets.
Local of main Council office and accessibility details	Office details/hours open in leaflets, website and notice boards
Staffing structure – Office Staff	Town Clerk – Ms J Shields Deputy Town Clerk – Ms T Foster Receptionist – Ms F Collett Head Groundsman – Mr D Gilbert Groundsmen – Mr M Bullen and Mr M Gayfer
Ground staff	

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	(Hard copy and/or website)
Annual return form and report by auditor	
Finalised budget	
Precept	
Borrowing Approval letter	
Financial Standing Orders and Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members' allowances and expenses	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	Hard copy or website
Annual Report	Hard copy or website Not available for 2013/14 or 2015/16
Quality Status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(Hard copies, websites and notice boards)
Agendas of meetings (as above) Minutes of meetings (as above) NB This will exclude information that is properly regarded as private to the meeting Reports presented to Council meetings NB This will exclude information that is properly regarded as private to the meeting Responses to consultation papers – see Minutes Responses to planning applications – see Minutes	(Hard copies, websites and notice boards)
Bye-laws	Not applicable

<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>Procedural Standing Orders Financial Regulations Financial Risk Management Committee and Sub-Committee Terms of Reference Delegated authority in respect of officers – see Minutes Code of Conduct Equal opportunities Policy Health and Safety Policy – refer to Risk Assessment Freedom of Information Publication Scheme Complaints Procedure Communication Protocol Co-option Procedure Grants Award Policy Data Protection documents : <ul style="list-style-type: none"> - Information and Data Protection Policy - General Privacy Notice Schedule of Charges (for publication of Information)</p>	<p>(Hard copies and/or on the website)</p> <p>- See Page 4</p>
<p>Class 6 – Lists and Registrars Currently maintained lists and registers only:</p> <p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Not Applicable</p>
<p>Assets Register</p> <p>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)</p>	<p>Not Applicable</p>
<p>Register of members’ interests</p>	
<p>Register of gifts and hospitality</p>	<p>Via Clerk for inspection only</p>
<p>Class 7 – The Service we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	<p>NOTE : Some information may only be available by inspection</p>
<p>Current information only :</p> <p>Allotments Burial grounds and closed churchyards</p>	<p>No publication</p>

<p>Community Centres and village halls Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Markets A summary of services for which the Council is entitled to recover a fee together with those fees (eg burial fees) Ceremonies</p>	<p>No publication No publication</p>
<p>Additional Information</p>	

Schedule of Charges

Photocopying : @ 10p per A4 sheet (black and white)
Photocopying : @ 20p per A3 sheet (black and white)

Contact details :

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Telephone : 01692 404114

Deputy Town Clerk/DPO
Ms T Foster
Address as above
Email - admin@northwalsham-town.co.uk
Telephone : 01692 404114

All documents from the website are free.
All documents obtained from the Town Council Office will be as costs above.

Postage – Documents requested by post will be sent by 2nd class post.

Statutory Fee – In accordance with the relevant legislation.