

# **ALBURGH PARISH COUNCIL**

## **Freedom of Information Publication Scheme**

**Approved and adopted by Alburgh Parish Council 1<sup>st</sup> May 2025**

**Date of next review: May 2026**

## Information available from Alburgh Parish Council under their publication scheme

*Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 8. information must be given within 20 days, but when there is an invoice for the documents the 20-day countdown does not start until after payment has been received.*

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	From the Council's website Displayed on noticeboards As a hard copy from the Clerk, or electronically attached to an email from the Clerk	See costs on Page 8 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From the Council's website Displayed on noticeboards As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk	as above
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	From the Council's website  Displayed on noticeboards  Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk	as above
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Limited parking adjacent to the Hall	
Staffing structure	Clerk is sole employee	

<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)  Current and previous financial year as a minimum	From the Council's website or as a hard copy from the Clerk	See costs on Page 8 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over]	As above As above As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
Grants given and received Grant Award Policy	From the Council's website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract	Hard copy from the Clerk	
Councillors' allowances and expenses	Currently N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	From the Council's website or as a hard copy from the Clerk	See costs on Page 8 for hard copies of documents in Class 3
(Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	From the Council's website or as a hard copy from the Clerk	
Annual governance statement in format included in the Annual Return form	From the Council's website or as a hard copy from the Clerk	
Parish Plan	From the Council's website or as a hard copy from the Clerk	

Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk	
Quality status	Currently not used - N/A	
Local charters drawn up in accordance with DLUHC's guidelines	Currently not used - N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Currently not used - N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	From the Council's website or as a hard copy from the Clerk	See costs on Page 8 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk Parish noticeboard/s	
Agendas of meetings (as above)	From the Council's website, noticeboard or as a hard copy from the Clerk	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website, noticeboard or as a hard copy from the Clerk	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	From the Council's website, noticeboard or as a hard copy from the Clerk	
Responses to planning applications	From the Council's website, noticeboard or as a hard copy from the Clerk	
Responses to consultation papers		

Bye-laws	From the Council's website, noticeboard or as a hard copy from the Clerk	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		See costs on Page 8 for hard copies of documents in Class 5
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee</li> <li>• terms of reference</li> <li>• Delegated authority in respect of</li> <li>• officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	From the Council's website or as a hard copy from the Clerk	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and</li> <li>• policies relating to the delivery of</li> <li>• services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of</li> <li>• current vacancies</li> <li>• Policies and procedures for</li> <li>• handling requests for information</li> <li>• Complaints procedures (including</li> <li>• those covering requests for</li> <li>• information and operating the</li> <li>• publication scheme)</li> </ul>	From the Council's website or as a hard copy from the Clerk	

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	From the Council's website or as a hard copy from the Clerk	
<b>Class 6 – Lists and Registers</b>  <b>Currently maintained lists and registers only</b>		See costs on Page 8 for hard copies of documents in Class 6
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	From the Council's website or as a hard copy from the Clerk	
Assets register, including details of public land and building assets	From the Council's website or as a hard copy from the Clerk	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Information available by inspection through clerk	
Register of members'/councillors' interests	Available from South Norfolk District Council website	
Register of gifts and hospitality	Apply to Clerk	
<b>Class 7 – The services we offer</b> Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses  Current information only	From the Council's website or as a hard copy from the Clerk	See costs on Page 8 for hard copies of documents in Class 7
Allotments	Tenancy document available from the Clerk as a hard copy	
Other examples:		
Community centres and village halls	Available from the clerk	
Parks, playing fields and recreational facilities	From the Council's website or as a hard copy from the Clerk	

Seating, litter bins, clocks, memorials and lighting	From the Council's website or as a hard copy from the Clerk	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b>		

**Contact details of the Clerk**

Mr Dave Richardson  
Quakers Rest  
The Street  
Alburgh  
IP20 0DL

07989 745193

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded delivery if requested at standard price