

FOULSHAM PARISH COUNCIL – Guide to Information Available (Publication Scheme)

The Parish Council is committed to transparency and complies with the requirements of the Freedom of Information Act 2000.

Responding to Freedom of Information requests can require a significant amount of officer time, which is ultimately funded through public money. The Council therefore encourages requesters to be as clear and specific as possible when submitting requests.

Under the Act, the Council may refuse requests that exceed the appropriate cost limit or that are considered vexatious in accordance with the legislation.

To view documents published on the website please visit <https://foulsham-pc.gov.uk>

To request hard copies please contact the Clerk by:

EMAIL: clerk@foulsham-pc.gov.uk

POST: Foulsham Parish Council 5 Sceptre Close, Hellesdon, Norwich, NR6 5HE

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	

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		
Annual return form and report by auditor	Website or hard copy	20p per sheet
Finalised budget	Website or hard copy	20p per sheet
Precept	Website or hard copy	20p per sheet
Financial Standing Orders and Regulations	Website or hard copy	20p per sheet
Grants given and received	Website or hard copy	20p per sheet
List of current contracts awarded and value of contract	Website or hard copy	20p per sheet
Members' allowances and expenses	Website or hard copy	20p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hard copy	20p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or hard copy	20p per sheet

Agendas of meetings (as above)	Website or hard copy	20p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	20p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	20p per sheet
Responses to planning applications	NNDC/BA Website or hard copy	20p per sheet
Bye-laws	Website or hard copy	20p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Website or hard copy	20p per sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or hard copy	20p per sheet
Information Technology (IT) policy	Website or hard copy	20p per sheet

Records management policies (records retention, destruction and archive)	Website or hard copy	20p per sheet
Data protection policies	Website or hard copy	20p per sheet
Schedule of charges (for the publication of information)	Website or hard copy	20p per sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website or hard copy	20p per sheet
Assets register	Website or hard copy	20p per sheet
Register of members' interests	Website or hard copy	20p per sheet
Register of gifts and hospitality	Website or hard copy	20p per sheet
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		
Parks, playing fields and recreational facilities	Website	
Street Lighting	Website	
Seating and litter bins	Website	
Bus shelters	Website	