

Freedom of Information available from Gooderstone Parish Council

Approved and adopted by Gooderstone Parish Council on 19th May 2014

Information to be published	How the information can be obtained	Cost
<i>Reviewed March 2017</i>		All costings on page 11
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy from Clerk or website	
Who's who on the Council and its Committees	Website or contact the Clerk	
Contact details for Parish Clerk and Council members names and address	Website, Parish magazine or hard copy from Clerk	
Location of main Council office and accessibility details	Website, or hard copy from Clerk	
Staffing structure	Employing one member of staff – 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	Hard copy from Clerk or website Website (Finance)	
Annual return form and report by auditor	Hard copy from the Clerk or website	
Finalised budget	Hard copy from the Clerk	
Precept	Hard copy from the Clerk	
Borrowing Approval letter	N/A	

Financial Standing Orders and Regulations	Hard copy from Clerk or website	
Grants given and received	Hard copy with the Clerk	
List of current contracts awarded and value of contract	Hard copy from the Clerk	
Members' allowances and expenses	Hard copy from the Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy from Clerk or website	
Parish Plan (current and previous year as a minimum)	Currently not available	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Clerk or website	
Quality status	Presently N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy from Clerk or website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Notice Board, hard copy from Clerk	
Agendas of meetings (as above)	Website, Notice Board, Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk, noticeboard and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk or website	
Responses to consultation papers	Hard copy from Clerk or on website	
Responses to planning applications	Hard copy of minutes from Clerk or on website	
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	Hard copy from Clerk or website	
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 All Policy statements	Hard copy from Clerk or website	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme))) Not currently available, to) be decided)) Website, hard copy from) the Clerk	
Records management policies (records retention, destruction and archive) (previous years' retention is safely shredded other than records retained by law)	Records are archived every 2 years at Norwich Archive Office	
Data protection policies	Data Protection Act	
Schedule of charges for the publication of information	Refer to costs on next page	
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	Hard copy with Clerk or website; some information may only be available by inspection	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard copy with Clerk and website	
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)	N/A	
Register of members' interests	Hard copy with Clerk and Breckland County Council website	
Register of gifts and hospitality	Presently N/A	
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	Hard copy or website; some information may only be available by inspection	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Play Equipment Group	
Seating, litter bins, clocks, memorials and lighting	Hard copy with Clerk	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

Mrs S. Wareham (Parish Clerk/RFO/Proper Officer)
5 St. Georges Terrace, Gooderstone, Kings Lynn, Norfolk, PE33 9BT

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1.00 per sheet (black & white)	Cost of copying
	Photocopying @ £1.50 per sheet (colour)	Cost of copying
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		