

## Information available from Hempnall Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p><a href="http://www.hempnallpc.org">www.hempnallpc.org</a></p>	<p>F.O.C.</p>
<p>Who's who on the Council and its Committees</p>	<p><a href="http://www.hempnallpc.org">www.hempnallpc.org</a></p> <p>Parish Council Notice Board</p>	<p>F.O.C.</p> <p>F.O.C.</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p><a href="http://www.hempnallpc.org">www.hempnallpc.org</a></p> <p>Parish Council Notice Board</p>	<p>F.O.C.</p> <p>F.O.C.</p>
<p>Location of main Council office and accessibility details</p>	<p><a href="http://www.hempnallpc.org">www.hempnallpc.org</a></p> <p>Parish Council Notice Board</p>	<p>F.O.C.</p> <p>F.O.C.</p>

Staffing structure	One member of staff – The Clerk.	F.O.C.
<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	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
Annual return form and report by auditor	On request from the clerk	£1
Finalised budget	On request from the clerk	£1
Precept	Recorded in the minutes – <a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	On request from the clerk	£1
Grants given and received	n/a	
List of current contracts awarded and value of contract	On request from the clerk	£1
Members' allowances and expenses	On request from the clerk	£1

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
Quality status	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
Agendas of meetings (as above)	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	On request from the clerk	£1
Responses to consultation papers	On request from the clerk	£1
Responses to planning applications	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a> in minutes	F.O.C.

Bye-laws	On request from the clerk	£1
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
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 Policy statements	On request from the clerk	£1
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)	On request from the clerk	£1
Information security policy	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.

Records management policies (records retention, destruction and archive)	On request from the clerk	£1
Data protection policies	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
Schedule of charges (for the publication of information)	See below and <a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	On request from the clerk	£1
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	On request from the clerk	£1
Assets Register	On request from the clerk	£1
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)	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a> in minutes	F.O.C.
Register of members' interests	On request from the clerk	£1
Register of gifts and hospitality	On request from the clerk	£1
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	<a href="http://www.hempnallpc.org">www.hempnallpc.org</a>	F.O.C.

**Contact details:**

The Clerk  
Hempnall Parish Council  
Karinya  
Bungay Rd  
Hempnall  
Norwich  
NR15 2NG

Email: [theclerk@hempnallpc.org](mailto:theclerk@hempnallpc.org)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority