BARFORD & WRAMPLINGHAM PARISH COUNCIL
Freedom of Information Model Publication Scheme

Hard copies of all documents are available from the Clerk and will be charged as below

Information to be published	**How the information can be obtained**
Class1 - Who we are and what we do (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
Who's who on the Council and its Working Parties	From the Council's website As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk
Contact details for Parish Clerk and Councillors	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
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

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	From the Council's website or as a hard copy from the Clerk
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100	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	Currently N/A
Councillors' allowances and expenses	Currently N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Action Plan/s	Currently N/A
Chairman's Annual Report to Parish Meeting (current year only)	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

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings	From the Council's website or as a hard copy from the Clerk Displayed on noticeboards
Agendas of meetings (as above)	From the Council's website 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 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	Currently N/A
Responses to planning applications Responses to consultation papers	See Minutes
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only	
Policies including Code of Conduct, Standing Orders and Financial Regulations	From the Council's website or as a hard copy from the Clerk
Complaints procedures	From the Council's website or as a hard copy from the Clerk
Class 6 – Lists and Registers **Currently maintained lists and registers only**	
Assets Register	From the Council's website or as a hard copy from the Clerk
Register of members'/councillors' interests	Available from South Norfolk Council website
Dispensations granted	Available from the Clerk

Register of gifts and hospitality	Currently N/A
Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses Current information only	No relevant information

Contact details of the Clerk
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Schedule of 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 2nd class. Recorded delivery if requested at actual cost