

TIBENHAM PARISH COUNCIL

Information available under the Freedom of Information Act

Approved and adopted by Tibenham Parish Council on

14th March 2018

Date to be reviewed: 10th March 2022

Information available from Tibenham 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 6.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>From the Council's website</p> <p>As a hard copy from the Clerk, or electronically attached to an email from the Clerk</p>	<p>See costs on Page 6 for hard copies of documents in Class 1</p>
<p>Who's who on the Council and its Committees</p>	<p>From the Council's website</p> <p>As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk</p>	<p>as above</p>
<p>Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)</p>	<p>From the Council's website</p> <p>Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk</p>	<p>as above</p>
<p>Location of main Council office and accessibility details</p>	<p>Office is in Clerk's home. Meetings at the Community Hall, meetings open to public. Parking at the Hall</p>	
<p>Staffing structure</p>	<p>Clerk is sole employee</p>	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>From the Council's website or as a hard copy from the Clerk</p>	<p>See costs on Page 6 for hard copies of documents in Class 2</p>
<p>Annual Return form and any report from auditor Reasons for Variations = / - 15%</p>	<p>As above As above</p>	

Payments over £100	As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
Financial Regulations	From the Council's website or as a hard copy from the Clerk	
Grants received	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	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 6 for hard copies of documents in Class 3
Action Plan/s	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	
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		See costs on Page 6 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, noticeboards or as a hard copy from the Clerk	
Agendas of meetings (as above)	From the Council's website, noticeboards 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, noticeboards 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	Hard copy from the Clerk	
Responses to planning applications Responses to consultation papers	See Minutes on the Council's website, noticeboards, email or hard copy from the Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		See costs on Page 6 for hard copies of documents in Class 5
Policies: Code of Conduct Policy, Risk Management Policy	From the Council's website or as a hard copy from the Clerk	
Policies and procedures for handling requests for information Freedom of Information Publication Scheme	From the Council's website or as a hard copy from the Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only		See costs on Page 6 for hard copies of documents in Class 6
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	From the Council's website or as a hard copy from the Clerk	
Register of members'/councillors' interests	Available from South Norfolk District Council website	
Register of gifts and hospitality	Apply to Clerk	

<p style="text-align: center;">Class 7 – The services we offer</p> <p>Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses</p> <p style="text-align: center;">Current information only</p>	<p style="text-align: center;">From the Council's website or as a hard copy from the Clerk</p>	<p style="text-align: center;">See costs on Page 6 for hard copies of documents in Class 7</p>
<p style="text-align: center;">Parish Newsletter twice yearly</p>	<p style="text-align: center;">Hard copy from Clerk or on website</p>	
<p style="text-align: center;">Seating, litter bins, dog bins</p>	<p style="text-align: center;">Hard copy from Clerk</p>	

Contact details of the Clerk

Email: tibenhamparishclerk@outlook.com

Schedule of charges

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

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 30p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price