

**TRIMINGHAM PARISH COUNCIL**  
**FREEDOM OF INFORMATION ACT**  
**PUBLICATION SCHEME**

# Information available from Trimingham Parish Council under the publication scheme

**NOTE: Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.**

**The Clerk's contact details are also on Page 7.**

**Some documents are available from the website [www.triminghamparishcouncil.co.uk](http://www.triminghamparishcouncil.co.uk)**

| Information to be published   | How the information can be obtained  | Cost   |
|---|--|--|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>                        |  | <p>See costs on Page 7 for hard copies of documents in Class 1</p> |
| <p>Who's who on the Council and its Committees</p>  | <p>Council members' details on website and noticeboards.</p>   |  |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>   | <p>Clerk's contact details are on Page 7.<br/>Clerk and Council members' details on website and noticeboards</p> |  |
| <p>Location of main Council office and accessibility details</p>  | <p>Office details on website.</p>  |  |
| <p>Staffing structure</p>   | <p>The Clerk is the sole employee</p>  |  |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> |  | <p>See costs on Page 7 for hard copies of documents in Class 2</p> |

|   |                                    |  |
|---|------------------------------------|--|
| Annual return form and report by auditor                | Hard copy or website               |  |
| Finalised budget  | Hard copy or website               |  |
| Precept   | Hard copy or website               |  |
| Financial Standing Orders and Regulations               | Hard copy or website               |  |
| Grants given and received                               | Hard copy or website – see minutes |  |
| List of current contracts awarded and value of contract | Hard copy or website – see minutes |  |
| Members' allowances and expenses                        | N/A                                |  |

|  |     |   |
|--|-----|---|
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |     | See costs on Page 7 for hard copies of documents in Class 3 |
| Quality status   | N/A |   |
| Local charters drawn up in accordance with DCLG guidelines   | N/A |   |

|   |                                    |   |
|---|------------------------------------|---|
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)                                |                                    | See costs on Page 7 for hard copies of documents in Class 4 |
| Timetable of meetings for the Council.  | Hard copy, website or noticeboard. |   |
| Agendas of meetings (as above)  | Hard copy, website or noticeboard. |   |
| Minutes of meetings (as above)<br>NB This will exclude information that is properly regarded as private to the meeting        | Hard copy or website               |   |
| Reports presented to council meetings<br>NB This will exclude information that is properly regarded as private to the meeting | Hard copy or email.                |   |
| Responses to consultation papers  | Hard copy or website – see minutes |   |
| Responses to planning applications  | Hard copy or website – see minutes |   |
| Bye-laws  | N/A                                |   |
|   |                                    |   |

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|---|---|---|
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only |   | See costs on Page 7 for hard copies of documents in Class 5 |
| Procedural standing orders<br>Financial regulations<br>Code of Conduct  | Hard copy or website<br>Hard copy or website<br>Hard copy or website  |   |
| Equal Opportunities Policy<br>Health and safety policy<br>F.O.I. Publication Scheme<br>Complaints procedure<br>Child protection policy  | Hard copy or website<br>Refer risk assessment<br>Hard copy or website<br>Hard copy or website<br>Hard copy or website |   |

|  |  |  |
|--|--|--|
| Planning Policy<br>Training Policy<br>Protocol for dealing with press and public<br>Environmental Policy | Hard copy or website<br>Hard copy or website<br>Hard copy or website<br>Hard copy or website |  |
| Information security policy  | Specified in Risk Assessment – hard copy or website  |  |
| Records management policies (records retention, destruction and archive)                                 | N/A  |  |
| Data protection policies   | No data not in public domain.  |  |
| Schedule of charges (for the publication of information)   | See Page 7   |  |

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|--|--|---|
| <b>Class 6 – Lists and Registers</b>   | (hard copy or website; some information may only be available by inspection) | See costs on Page 7 for hard copies of documents in Class 6 |
| 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)               | N/A  |   |
| Assets Register  | Hard copy or 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 or website   |   |
| Register of gifts and hospitality  | Via Clerk for inspection only  |   |
|  |  |   |

|   |   |  |
|---|---|--|
| <p><b>Class 7 – The services we offer</b><br/>         (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | <p>NOTE: Some information may only be available by inspection</p> | <p>See costs on Page 7 for hard copies of documents in Class 7</p> |
| Allotments  | N/A   |  |
| Burial grounds and closed churchyards   | N/A   |  |
| Community centres and village halls   | N/A   |  |
| Parks, playing fields and recreational facilities   | N/A   |  |
| Seating, litter bins, clocks, memorials and lighting  | No publication.   |  |
| Bus shelters  | No publication.   |  |
| 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   |  |
| Ceremonies  | N/A   |  |
|   |   |  |
| <p><b>Additional Information</b><br/>         Information that is not itemised in the lists above:</p>  |   |  |
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**Contact details: Clerk Mrs Julie Chance**  
**Pine Lodge, Gimingham Road, Trimingham, Norfolk, NR11 8HP**  
**01263 833902**  
[Julie.chance@tiscali.co.uk](mailto:Julie.chance@tiscali.co.uk)

## 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 A4 sheet (black & white) | Actual cost *  |
|                          | Photocopying @ 20p per A3 sheet (black & white) | Actual cost  |
|                          |   |  |
|                          | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
|                          |   |  |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation              |
|                          |   |  |
|                          |   |  |
|                          |   |  |

\* the actual cost incurred by the public authority

**Adopted September 2016**  
**Next Review September 2017**