

# RINGLAND PARISH COUNCIL

## Guide to Information Published Under the Model Publication Scheme

| Information to be published                                                                                                                                                                                                               | How the information can be obtained                                | Cost |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only                                                                               |                                                                    |      |
| Who's who on the Council and its Committees                                                                                                                                                                                               | Website                                                            |      |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))                                                                                                    | Website<br>Contact details of the clerk are at the end of the page |      |
| Location of main Council office and accessibility details                                                                                                                                                                                 | Clerk's home – details at the end of this page                     |      |
|                                                                                                                                                                                                                                           |                                                                    |      |
| <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)<br><br>Current and previous financial year as a minimum |                                                                    |      |
| Annual return form and report by auditor                                                                                                                                                                                                  | Website                                                            |      |
| Finalised budget                                                                                                                                                                                                                          | Website                                                            |      |
| Precept                                                                                                                                                                                                                                   | Website                                                            |      |
| Borrowing Approval letter                                                                                                                                                                                                                 | n/a                                                                |      |
| Financial Standing Orders and Regulations                                                                                                                                                                                                 | Website                                                            |      |
| Grants given and received                                                                                                                                                                                                                 | Contained within minutes published on the website                  |      |
| List of current contracts awarded and value of contract                                                                                                                                                                                   | Contained within minutes published on the website                  |      |
| Members' allowances and expenses                                                                                                                                                                                                          | n/a                                                                |      |
|                                                                                                                                                                                                                                           |                                                                    |      |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum                                                                                      |                                                                    |      |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--|
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)                                                                                                                                                                                                                                                                                                                                                                   | Website and noticeboard                                                      |  |
| Agendas of meetings (as above)                                                                                                                                                                                                                                                                                                                                                                                                                              | Website and noticeboard                                                      |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                                                                                                                                                                                                                                                                                                                                      | Website                                                                      |  |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.                                                                                                                                                                                                                                                                                                                               | Website                                                                      |  |
| Responses to consultation papers                                                                                                                                                                                                                                                                                                                                                                                                                            | Contained within minutes on website                                          |  |
| Responses to planning applications                                                                                                                                                                                                                                                                                                                                                                                                                          | Contained within minutes on website and Broadland District Council's website |  |
| Bye-laws                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Website                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                              |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)                                                                                                                                                                                                                                                                                                       |                                                                              |  |
| Current information only                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                              |  |
| Policies and procedures for the conduct of council business:<br><br>Internal instructions to staff and policies relating to the delivering of service<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | n/a<br>Website<br>Website<br>n/a<br><br>Website                              |  |
| Information security policy                                                                                                                                                                                                                                                                                                                                                                                                                                 | Website                                                                      |  |
| Records management policies (records retention, destruction and archive)                                                                                                                                                                                                                                                                                                                                                                                    | Website                                                                      |  |
| Data protection policies                                                                                                                                                                                                                                                                                                                                                                                                                                    | Website                                                                      |  |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                                                                                                                                                                                                    | Website                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                              |  |
| <b>Class 6 – Lists and Registers</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                              |  |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                             | Website                                                                      |  |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------|
| 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                                                                                                                                           | Website         |         |
| Register of gifts and hospitality                                                                                                                                        | n/a             |         |
|                                                                                                                                                                          |                 |         |
| <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) |                 |         |
| Current information only                                                                                                                                                 |                 |         |
| Allotments                                                                                                                                                               | n/a             |         |
| Burial grounds and closed churchyards                                                                                                                                    | n/a             |         |
| Community centres and village halls                                                                                                                                      | Website         |         |
| Parks, playing fields and recreational facilities                                                                                                                        | n/a             |         |
| Seating, litter bins, clocks, memorials and lighting                                                                                                                     | Website         |         |
| Bus shelters                                                                                                                                                             | n/a             |         |
| Markets                                                                                                                                                                  | n/a             |         |
| Public conveniences                                                                                                                                                      | n/a             |         |
| Agency agreements                                                                                                                                                        | n/a             |         |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)                                                                 | n/a             |         |
|                                                                                                                                                                          |                 |         |
| <b>Charges</b>                                                                                                                                                           |                 |         |
| Fees for posting documents                                                                                                                                               | Postage at cost | At cost |
| Fees for photocopying documents                                                                                                                                          | Per sheet       | 10p     |

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