

LONGHAM PARISH COUNCIL
INFORMATION AVAILABLE UNDER THE
FREEDOM OF INFORMATION ACT

Information available from Longham Parish Council under the model publication scheme.

Note: Hard copies of documents will be charged in accordance with the Schedule on Page 7

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	(Hard copy from the Clerk or website)	
<p>Who’s who on the Council. There are no Sub Committees</p>	(Hard copy from the Clerk or website)	
<p>Contact details for Parish Clerk and Council members. Named contacts with telephone numbers and email addresses if given.</p>	(Hard copy from the Clerk or website)	
<p>Location of main Council office and accessibility details.</p>	Contact the Clerk.	
<p>Staffing structure</p>	Only one member of staff, the Clerk	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, the procurement of services or contracts and intended projects), Current and previous financial year as a minimum</p>	<p>(Hard copy from the Clerk or website) (Hard copy from the Clerk or website)</p>	

Annual Return Form	(Hard copy from the Clerk or website)	
Report by the Auditor	(Hard copy from the Clerk)	
Finalised Budget	(Hard copy from the Clerk)	
Precept	This information is available in the minutes of the last meeting held of the year. (Hard copy from the Clerk or website)	
Borrowing Approval Letter	N/A	
Financial Regulations and Standing Orders	(Hard copy from the Clerk or website). On request the Clerk can email them.	
Information on Grants received	In the Accounts. (Hard copy from the Clerk)	
Contractors used by the Council	Information shown in Minutes, and Accounts. (Hard copy from the Clerk or website)	
Councillors expenses	Minuted. (Hard copy of minutes from the Clerk or website).	
Class 3 – What our priorities are and how we are doing (Plans, audits, inspections)	Mentioned in minutes (Hard copy from the Clerk or website)	
Parish Plan	N/A	
Annual Parish Meeting reports. (Current and previous year as a minimum)	Attached to the minutes. (Hard copy from the Clerk or website)	
Quality Status	N/A	
Local charities drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions (Decision making processes and records of decisions)	Mentioned in minutes. (Hard copy from the Clerk or website)	
Current and previous council year as minimum		
Timetable of meetings (Parish Council and Parish Meetings)	Notice Board, Hard copy from the Clerk and website	
Agendas of meetings (as above)	Notice Board, Hard copy from the Clerk and website	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting	Notice Board, Hard copy from the Clerk and website	
Report presented to Council meetings - N.B. this will exclude information that is properly regarded as private to the meeting	Minuted. (Hard copy of minutes from the Clerk).	
Responses to Consultation Papers	Minuted (Hard copy from the Clerk or website).	
Reponses to Planning Applications	Minuted. (Hard copy from the Clerk or website). Also on the Breckland website.	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written policies and procedures for delivering our services and responsibilities).	(Hard copy from the Clerk or website)	
Current information only.		
Policies and Procedures for the conduct of Council business. Procedural Standing Orders, Financial Regulations Code of Conduct Policy Statements – Equal Opportunities	(Hard copy from the Clerk and website). Can also be emailed by the Clerk.	
Schedule of charge (for the publication of information)	See below	

Class 6 – Lists and Registers	(Hard copy from the Clerk and website. Some information may only be available by inspection).	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicized, in most circumstances existing access provisions will suffice).	N/A	
Assets Register	For inspection only in the office of the Clerk.	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be by parish councils).	N/A	
Register of members' Interests	(Hard copy from the Clerk).	
Class 7 – The services we offer (Information about the services we offer, including the magazine). Current information only.	(Hard copy from the Clerk or website). Some information may only be available for inspection.	
Village Hall	From the Village Hall Committee.	
Playing field and recreational facilities	(Hard copy from the Clerk).	
Street furniture, such as notice boards	(Hard copy from the Clerk).	
Bus shelter	No relevant information.	
Markets, Public conveniences, Agency agreements	N/A	

Contact details

Mrs G Hubbard (Clerk to the Parish Council)
21 South Green Gardens, Dereham, Norfolk, NR19 1PY

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 – 5p per sheet (black and white)	Actual cost*
	Photocopying - 10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class postage

*The actual cost incurred by the Public Authority