

Blofield Parish Council Freedom of Information (FOI) Scheme

Clerk to the Council – Sarah Osbaldeston
 Blofield Parish Council, The Lodge, 48, Panxworth Road, South Walsham, Norwich, NR13 6DX Tel: 01603 270819 e-mail: parishclerk@blofield.net

Information available from Blofield Parish Council under its FOI publication scheme. All requests to be made, in writing, to the Clerk to the Council

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>	website or via clerk	
Who's who on the Council and its Committees	website or via clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk	
Staff	Clerk	
<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>	(hard copy and/or website)	

Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Clerk	
Borrowing Approval letter (If one is retained)	n/a	
Financial Regulations & Standing Orders	Website	
Grants given and received	Clerk	
List of current contracts awarded and value of contract	n/a	
Members' expenses	Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Website	
Annual Report to Parish or Community Meeting	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – to exclude information that is properly regarded as private to the meeting.	Website	

Reports presented to council meetings - to exclude information that is properly regarded as private to the meeting.	Clerk	
Responses to consultation papers	Clerk	
Responses to planning applications	Website – minutes	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website & or Clerk	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	clerk	
Records management policies (records retention, destruction and archive)	Clerk	

Data protection policies	Clerk	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Clerk	
Assets Register	Clerk	
Register of members' interests	Via Broadland District Council website	
Register of gifts and hospitality	Clerk	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Clerk	
closed churchyards	Clerk	
Courthouse		
Town Pit Pond		
Seating, litter bins, clocks, memorials	Clerk	
Bus shelters	Clerk	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Blofield Parish Clerk
Sarah Osbaldeston
The Lodge
48 Panxworth Road
South Walsham
Norwich NR13 6DX

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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 10p per sheet (black & white)	Actual cost 10p

	Photocopying 15p per sheet (colour)	Actual cost 15p
	Postage – 60p for standard letter (up to 100g in weight)	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£6 per half hour of clerks time	In accordance with any relevant legislation
Other		

* the actual cost incurred by the public authority

- Formally approved by Blofield Parish Council on 17 March 2014
- To be reviewed annually with Blofield Parish Council Risk Assessment