

LYG PARISH COUNCIL

Freedom of Information Model Publication Scheme

Hard copies of all documents are available from the Clerk and will be charged in accordance with the Schedule at the end of this document.

Information to be published	How the information can be obtained
<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>Displayed on noticeboards</p> <p>As a hard copy from the Clerk, or electronically attached to an email from the Clerk</p>
<p>Who's who on the Council and its Working Parties</p>	<p>From the Council's website</p> <p>Displayed on noticeboards</p> <p>As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk</p>
<p>Contact details for Parish Clerk and Councillors</p>	<p>From the Council's website</p> <p>Displayed on noticeboards</p> <p>Clerk's contact details are at the end of this document. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk</p>
<p>Location of main Council office and accessibility details</p>	<p>Office is in Clerk's home. Meetings at the Lyng Church, meetings open to public. Limited parking is available.</p>
<p>Staffing structure</p>	<p>Clerk is sole employee</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) Current and previous financial year as a minimum	From the Council’s website or as a hard copy from the Clerk
Annual Return (Pages 2, 3 and 5)	As above
Reasons for Variations = / - 15%	As above
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 and Standing Orders	From the Council’s website or as a hard copy from the Clerk
Grants given and received Grant Award Policy	From the Council’s website or as a hard copy from the Clerk
List of current contracts awarded and value of contract	Currently N/A
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)	
Action Plan/s	Currently N/A
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	

Timetable of meetings	From the Council's website or as a hard copy from the Clerk Displayed on noticeboards
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk Displayed on noticeboards
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website 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	Currently N/A
Responses to planning applications	See Minutes from the Council's website, email or hard copy from the Clerk Recorded on District Council website
Responses to consultation papers	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only	
Policies including Code of Conduct, Standing Orders and Financial Regulations	From the Council's website or as a hard copy from the Clerk
Complaints procedures	From the Council's website or as a hard copy from the Clerk
Class 6 – Lists and Registers Currently maintained lists and registers only	
Assets Register	From the Council's website or as a hard copy from the Clerk
Register of members'/councillors' interests	Available from South Norfolk Council website
Burial Ground Registers	Available from the Clerk
Register of gifts and hospitality	Currently N/A

<p>Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses and allotment holders.</p> <p>Current information only</p>	<p>No relevant information</p>
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Contact details of the Clerk

Mrs Heidi Frary, 92 Norwich Road, Barnham Broom, Norwich NR9 4BU
01603 759215
lyngpcclerk@gmail.com

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p 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 actual cost