

# Hemblington 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><b>Class1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>website or via clerk</p>	<p>See table of charges on page 6</p>
<p>Who's who on the Council and its Committees</p>	<p>website or via clerk</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</p>	
<p>Staff</p>	<p>Clerk</p>	
<p><b>Class 2 – What we spend and how we spend it</b>                      (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>	<p>on website or hard copy via clerk</p>	

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	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Website	
Annual Report to Parish or Community Meeting	Website	
<b>Class 4 – How we make decisions</b> (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	
<b>Class 5 – Our policies and procedures</b> (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 terms of reference Code of Conduct Policy statements	Website or hard copy from 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	

<b>Class 6 – Lists and Registers</b>		
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	
<b>Class 7 – The services we offer</b>		
(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		
Seating, litter bins,	Clerk	
A summary of services for which the council is entitled to recover a fee, together	Clerk	

with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

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

Tel: 01603 270819  
email: hemblingtonpc@gmail.com

### 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
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>	£6 per half hour of clerks time	In accordance with any relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority

- Formally approved by Hemblington Parish Council in March 2015
- To be reviewed annually with Hemblington Parish Council Risk Assessment