

BEETLEY PARISH COUNCIL

Freedom of Information Scheme

Information available from Beetley Parish Council under their publication scheme

Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.

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>	<p>From the Council's website</p> <p>As a hard copy from the Clerk, or electronically attached to an email from the Clerk</p>	<p>See costs on Page 7 for hard copies of documents in Class 1</p>
<p>Who's who on the Council and its Committees</p>	<p>From the Council's website</p> <p>As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk</p>	<p>as above</p>
<p>Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)</p>	<p>From the Council's website</p> <p>Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk</p>	<p>as above</p>
<p>Location of main Council office and accessibility details</p>	<p>Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Limited parking adjacent to the Hall</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	See costs on Page 7 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5)	As above	
All payments	On website in minutes	
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	
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)	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 3
Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk Parish noticeboard/s	
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk	
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	See minutes From the Council's website or as a	

	hard copy from the Clerk	
Responses to planning applications Responses to consultation papers	Decisions in Minutes on website and available as a hard copy from the Clerk, detailed response on Breckland Council Planning Portal.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only	From the Council’s website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 5
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Freedom of Information Publication Scheme	From the Council’s website or as a hard copy from the Clerk	
Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Council’s website or as a hard copy from the Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only		See costs on Page 7 for hard copies of documents in Class 6
Assets Register	From the Council’s website or as a hard copy from the Responsible Finance Officer	
Register of members’/councillors’ interests	Apply to Clerk or Breckland District Council website	

Clerk- Angela Leigh, 3 River View Beetley, NR20 4JR 01362 861112 pcbeetely@gmail.com Responsible Finance Officer Rebecca Wade beetleypc.finance@gmail.com

Schedule of charges

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

Reviewed August 2023 to be reviewed again in 12 months.