

Hindolveston Parish Council

Information available under the Publication Scheme

Information to be published	How the information can be obtained	Cost: See tariff of charges
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website and notice board (hard Copy available from Clerk)	
Contact details for Parish Clerk and Council members	Website and notice board (hard Copy available from Clerk)	
Location of main Council office and accessibility details Location for Parish Council meetings and accessibility details	The Millennium Pavilion, Recreation Ground, The Street, Hindolveston NR20 5DD Concrete path from car park and ramp to door	
Staffing structure	The Clerk is the only member of staff employed by the Parish Council	
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)		
Annual return form and report by auditor	Website (Hard Copy available from Clerk)	
Finalised budget	Website (Hard Copy available from Clerk)	
Precept	Website (Hard Copy available from Clerk)	
Borrowing approval letter	Website (Hard Copy available from Clerk)	
Financial standing orders and regulations	Website (Hard Copy available from Clerk)	
Grants given and received	Website (Hard Copy available from Clerk)	
List of current contracts awarded and value of contract	Website (Hard Copy available from Clerk)	
Members allowances and expenses	Website (Hard Copy available from Clerk)	
Class 3 – What our priorities are and how we are doing (strategies, plans, performance indicators, audits, inspections & reviews)		
Parish Plan	n/a	
Annual Report to Parish Meeting	On website (Hard Copy available from Clerk)	
Quality status	n/a	
Local Charters (drawn up in accordance with DCLG guidelines)	n/a	

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Class 4 – How we make decisions		
Timetable of meetings	On website	
Agendas of meetings	On website and notice board (a week prior to meeting) Hard Copy available from Clerk	
Minutes of meetings (N.B. this will exclude information that is properly regarded as private to the meeting)	On website and notice board (Hard Copy available from Clerk)	
Reports presented to council meetings (N.B. this will exclude information that is properly regarded as private to the meeting)	Hard Copy available from Clerk	
Responses to consultation papers	Hard Copy available from Clerk	
Responses to planning applications	In the Minutes (also on District Council website)	
Bye-laws	On website (Hard Copy available from Clerk)	
Class 5 – Our policies and procedures for delivering our services and responsibilities		
Policies and procedures for conduct of council business Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements	On website (Hard Copy available from Clerk)	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publically available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	On website (Hard Copy available from Clerk)	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Access via website to North Norfolk District Council's website	
Register of gifts and hospitality	Hard Copy available from Clerk	

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Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments		
Burial grounds and closed churchyards	n/a	
Community Centres and Village halls	n/a	
Parks playing field recreational facilities	Website (information from Parish Clerk)	
Seating, litter and dog bins, clocks , memorials and lighting	See asset register	
Bus shelters	See asset register	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional Information		
Contact details: Mrs Joanna Otte, Clerk to Hindolveston Parish Council Little Manor, Thursford Road, Little Snoring, NR21 0JN Tel 01328 822366 e-mail hindolvestonpc@googlemail.com website : http://hindolvestonparishcouncil.norfolkparishes.gov.uk/		

Tariff:

10p per each A4 sheet of black/white photocopy postage as required

Administration charge @ £15 per hour if applicable