

Blofield Parish Council - Freedom of Information (FOI) Scheme

Clerks to the Council – Sarah Osbaldeston and Eleanor Bannister

Blofield Parish Council, The Lodge, 48, Panxworth Road, South Walsham, Norwich, NR13 6DX Tel: 01603 270819 e-mail: finance@blofield-pc.gov.uk

**Information available from Blofield Parish Council under its FOI publication scheme.
All requests to be made, in writing, to the Clerk/s 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>	<p>Website or via clerk (www.blofield-pc.gov.uk)</p>	<p>See table of charges on page 6.</p>
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>	<p>On website or hard copy via clerk.</p>	
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter (If one is retained)	n/a	
Financial Regulations & Standing Orders	Website	
Grants given and received	Clerk	

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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, Neighbourhood Plan	Website	
Annual Report to Parish or Community Meeting	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(Hard copy or website)	
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:	Website/or hard copy from	

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<ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Working party terms of reference • Code of Conduct • Policy statements 	Clerk	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p>	clerk	
Records management policies (records retention, destruction and archive)	Clerk	
Data protection policies	Clerk	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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	

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only.</p>	(Hard copy or website; some information may only be available by inspection.)	
Allotments	Clerk	
Closed churchyards	Clerk	
Courthouse	Clerk	
Town Pit Pond	Clerk	
Seating, litter bins, clocks, memorials	Clerk	
Bus shelters	Clerk	
Marty's Marsh	Clerk	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees).	Clerk	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above.</p>		

Contact details:

Blofield Parish Clerk
 Sarah Osbaldeston
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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 15p per sheet (black & white)	Actual cost 15p.
	Postage – for standard letter (up to 100g in weight)	Actual cost of Royal Mail standard 2 nd class.
Statutory Fee	£15 per half hour of the Clerks time.	In accordance with any relevant legislation.
Other		

* The actual cost incurred by the public authority.

- To be reviewed annually.