PULHAM MARKET PARISH COUNCIL

Freedom Of Information Policy
&
Model Publication Scheme

Overview

In accordance with the provisions of the Freedom of Information Act 2000, this Parish Council undertakes that the following classes of information will be routinely published, without waiting for someone to specifically request it.

The information contained in each class will be available in a variety of formats, namely on Parish noticeboards, in hard copy on request from the clerk of the council, by inspection from the Clerk in suitable premises by prior appointment or, on the Parish website, some of the information may be available thereon.

The Council retain the right to raise reasonable charges for the provision of copies of the documents/information listed in each class.

Information to be published	**How the information can be obtained**	**Cost**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	hard copy and website	*
Who's who on the Council	Village Diary, hard copy and website	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	Village Diary, hard copy and website	N/A
Location of main Council office (Clerks Home Address) and accessibility details	Village Diary, hard copy and website	N/A
Staffing structure	N/A	N/A

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 2 financial year as a minimum	hard copy / website	*
Annual return form and report by auditor	hard copy/Website	
Finalised budget	hard copy/Website	
Precept	Hard copy/website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	hard copy/Website	
Grants given and received	Within Minutes - hard copy/Website	
List of current contracts awarded and value of contract	Within Minutes - hard copy/Website	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Parish Plan (current and previous year as a minimum)	Hard copy or website N/A yet.	*
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy and website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	hard copy and website Noticeboard	*
Current and previous council year as a minimum	Hard copy and website, Noticeboard.	

Timetable of meetings (Council meetings and parish meetings)	Hard copy and website, Noticeboard.	
Agendas of meetings (as above)	Hard copy and website, Noticeboard.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website, Noticeboard.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website, Noticeboard.	
Responses to consultation papers	Hard copy and website	
Responses to planning applications	Hard copy and website	
Byelaws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy and electronically available on website	*
Policies and procedures for the 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	hard copy and electronically available on website	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy and electronically available on website	

Information security policy	hard copy and electronically available	
Records management policies (records retention, destruction and archive)	hard copy and electronically available	
Data protection policies	hard copy and electronically available	
Schedule of charges) for the publication of information)	hard copy and electronically available	
Class 6 – Lists and Registers	hard copy or website; some information may only	
Currently maintained lists and registers 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)	hard copy or website; some information may only be available by inspection	
Assets Register	hard copy or website; some information may only be available by inspection	
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)	South Norfolk Council website. hard copy or website; some information may only be available by inspection	
Register of members' interests	South Norfolk Council website. hard copy or website; some information may only be available by inspection	
Register of gifts and hospitality	Available by inspection	
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	hard copy or website; some information may only be available by inspection	*
Allotments	N/A	

Burial grounds and closed churchyards	hard copy and electronically available- some information may only be available by inspection
Community centres and village halls (Owned by the Parish Council but managed by Trustees at present)	hard copy and electronically available- some information may only be available by inspection
Parks, playing fields and recreational facilities	hard copy and electronically available- some information may only be available by inspection
Seating, litter bins, clocks, memorials and lighting	hard copy and electronically available- some information may only
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy and electronically available- some information may only be available by inspection

Additional Information
This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Costs

£5.00 for the first 5 pages then + 20p per sheet per page. (see below)

Contact Details:

Parish Clerk
c/o Pulham Market Memorial Hall
The Green
Pulham Market
Norfolk
IP21 5SU

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide. Charges will be invoiced in advance.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	£5.00 for the first 5 pages + photocopying @ 20p per sheet over 5 pages (black & white)	Actual cost * * the actual cost incurred by the public authority

£5.00 for the first 5 pages + Photocopying @ 20p per sheet over 5 pages (colour)	Actual cost
Postage included in above	Actual cost of Royal Mail standard 2nd class
Statutory Fee	In accordance with the relevant legislation

This policy was approved at the meeting of Pulham Market Parish Council on the 9th March 2026 and is due for review before March 2027.