

Information available from West Dereham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>Website: www.west-dereham-parish-council.norfolkparishes.gov.uk Clerk: clerk@westderehamparishcouncil.uk</p>	N/A
Who's who on the Council and its Committees	<p>Website: www.west-dereham-parish-council.norfolkparishes.gov.uk Contact clerk</p>	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website: www.west-dereham-parish-council.norfolkparishes.gov.uk Contact clerk</p>	N/A
Accessibility details	Contact clerk	N/A
Staffing structure	Contact clerk	N/A
<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</p>		
Annual return form and report by auditor	<p>Website Hard copy available from Clerk</p>	Free 50p per sheet
Finalised budget	<p>Website Hard copy available from Clerk</p>	Free 50p per sheet
Precept	Contact Clerk, website and PC Minutes	N/A
Borrowing Approval letter	N/A	N/A
Standing Orders and Financial Regulations	<p>Website Hard Copy available from Clerk</p>	Free 50p per sheet
Grants given and received	<p>Contact clerk Minutes on website</p>	N/A
List of current contracts awarded and value of contract	Clerk: clerk@westderehamparishcouncil.uk	50p per sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		

Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy available from Clerk Website	50p per sheet Free
Quality status – <i>Awarded June 2012</i>	File held by clerk	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Contact clerk Website village notice boards.	N/A
Agendas of meetings (as above)	Contact clerk for hard copy Website Village notice boards	50p per sheet Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Contact clerk for hard copy Website 'The Pump'	50p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Contact clerk for hard copy Minutes on website	50p per sheet Free
Responses to consultation papers	Minutes on website	N/A
Responses to planning applications	Minutes on website	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:	Contact clerk for hard copy Website	50p per sheet Free
Policies and procedures for the provision of services and about the employment of staff:	Contact clerk for hard copy Website	50p per sheet Free
Schedule of charges (for the publication of information)	See below	N/A
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Contact clerk for hard copy Website	50p per sheet Free
Register of members' interests	Contact clerk for hard copy Website	50p per sheet Free
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	Contact clerk Website	N/A
Cemetery	Contact clerk Website	N/A
Playing field and recreational facilities	Contact clerk Website	N/A
Seating, litter bins and lighting	Contact clerk	N/A
Bus shelter	Contact clerk	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Contact clerk Website	N/A

Contact details:

Clerk: Samantha Bromley, 58 Hercules Road, Norwich, NR6 5HH

Tel: 07427745396 E-mail: clerk@westderehamparishcouncil.uk

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 @ 50p per sheet (black & white)	Actual cost N.B. (photocopying charges include administration fee)
	Postage	Actual cost of Royal Mail standard 2 nd class
Administration Fee	Clerk's time	In accordance with clerk's salary scale spine point 23 (National Joint Council for Local Government Services)
Other		

* The actual cost incurred by the public authority