

Information available from Norton Parish Council under the Freedom of Information (FOI) Publication Scheme

The following information is available free of charge on the council's website www.nortonpc.org.uk and also by email. Hard copies are available from the clerk, as outlined in the Schedule of Charges on page 3.

Class 1 - Who we are and what we do

- Councillors, their roles and contact details.
- The parish clerk's contact details, including business address.

Class 2 – What we spend and how we spend it

- (Financial information relating to projected and actual income and expenditure and financial audit)
- Current and previous financial year as a minimum
- Annual return form and report by auditor
- Finalised budget
- Precept
- Borrowing Approval letter
- Standing Orders and Financial Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses – not applicable

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

- Annual Reports to Parish Meeting (current and previous year as a minimum).
- Quality status – not applicable.
- Local charters drawn up in accordance with DCLG guidelines – not applicable.

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 and committee meetings).
- Agendas of meetings
- Minutes of meetings - NB this will exclude information that is properly regarded as private to the meeting.
- Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.
- Responses to consultation papers, if applicable
- Responses to planning applications (also available on DDC's Planning website).
- By-laws – not applicable.

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

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 (contained in Standing Orders).
- Code of Conduct – (Declarations of Interest).
- Policy statements, if applicable.

Policies and procedures for the provision of services and about the employment of staff:

- Equality and diversity policy.
- Health and safety policy – not applicable. Mowing contractor has his own policy.
- Policies and procedures for handling requests for information.
- Complaints procedures (including those covering requests for information and operating the publication scheme).
- Information security policy – Documents are saved to One Drive and/or stored at Records Office.
- Records management policies (records retention, destruction and archive)
- Data protection policies.
- Schedule of charges (for the publication of information).

Class 6 – Lists and Registers (Currently maintained lists and registers only)

- Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).
- Asset Register.
- 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.
- Register of gifts and hospitality – not applicable.

Class 7 – The services we offer (current Information about the services we offer, including newsletters) -

- Allotments - (Not administered by NPC)
- Burial grounds and closed churchyards – the churchyard is open and is maintained by the Parochial Church Council.
- Village halls, run by the Norton Village Community Association (NVCA)
- Parks, playing fields and recreational facilities – Jack's Patch playgrounds
- Seating, litter bins, clocks, memorials and lighting –Asset Register, also on website.
- Village Newsletter delivered to all residents of the village
- Markets – not applicable
- Public conveniences – village hall
- There are no services for which the council is entitled to recover a fee, e.g. burial fees.

Schedule of charges : This describes how the charges have been arrived at and is being published as part of the guide

- i. One copy of any available document will be supplied free of charge to any resident with the Parish of Norton.
- ii. Multiple copies of any available document will be supplied to any resident within the Parish of Norton on payment of actual cost of copying and postage;

- iii. Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Norton, or any company or corporate body, on payment of a fee for finding/administration expenses, plus actual photocopy charges and postage.
- iv. The administrative costs outlined in (iii) above, will be capped at £450 per enquiry.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost (Multiple copies and non-residents)	Black & white photocopies @20p / sheet	Cost covers copier running costs and paper used
	Packaging @ 5p per envelope	Actual cost of envelopes
	2nd Class Postage @ prevailing rates	Prevailing Royal Mail standard 2nd class rates
	Website / Newsletter / e-mail	No charge
Statutory Fee	<p>For the time taken to</p> <ul style="list-style-type: none"> • determine whether the information is held, • locate and retrieve it, and • extract the information from a document(s) containing it. <p>We will not take into account any time spent</p> <ul style="list-style-type: none"> • deciding whether information should be released; or • applying exemptions; or • considering the public interest test. <p>However, where appropriate, we will help you try to refine your request so that it falls within the cost threshold set out above.</p>	<p>In accordance with provision of information under the Freedom of Information Act set out in The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 04 (SI 04 No. 3244), in force from 1 January 05. Copies are available from the Office of Public Sector Information</p> <p>https://www.google.com/search?client=firefox-b-d&q=information+commissioner%27s+office</p>

Contact the Council:

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Date Reviewed	18 May 2021
Date of next review	May 2020