

Information available from Swanton Morley Parish Council under the Model Publication Scheme

Swanton Morley Parish Council endeavours to make as much information available to parishioners free of charge. All items marked hard copy are available at a cost of 10p per sheet plus 2nd class postage however this charge will only be levied when the total cost of producing information exceed £2.50. Requesters will be made aware of cost prior to information being produced. Website items are free. Items marked website also available at no cost by e-mail.

Hard Copies are available from the clerk: **Faye LeBon – Clerk to the Council**
32 Humbletoft Road
Dereham
Norfolk
NR19 2RT
Te: 01362 692032
Email: parishclerk@swantonmorley.info

Soft Copies are available on the website: **Web: www.swantonmorley.info**

Information to be published	How the information can be obtained
Class1 - Who we are and what we do	(hard copy and/or website)
Who's who on the Council and its Committees	Website Hard Copy
Contact details for Parish Clerk and Council members	Website Hard Copy
Location of main Council office and accessibility details	Website Hard Copy
Staffing structure	Clerk is only employee
Class 2 – What we spend and how we spend it	(hard copy and/or website)
Annual return form and report by auditor	Hard Copy
Finalised budget	Hard Copy

Precept	Hard Copy
Borrowing Approval letter	Hard Copy
Financial Standing Orders and Regulations	Website Hard Copy
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Hard Copy
Class 3 – What our priorities are and how we are doing	(hard copy or website)
Parish Plan / Village Appraisal	Hard Copy Website
Annual Report to Parish or Community Meeting	Delivered to every household Hard Copy Website
Quality status	Hard Copy
Local charters drawn up in accordance with DCLG guidelines	None in Place
Class 4 – How we make decisions	(hard copy or website)
Timetable of meetings	Hard Copy Website
Agendas of meetings	Hard Copy Website
Minutes of meetings	Hard Copy Website
Reports presented to council meetings	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	Hard Copy
Bye-laws	None made
Class 5 – Our policies and procedures	(hard copy or website)
Policies and procedures for the conduct of council business:	Hard Copy Website

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	
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 Website
Information security policy	Hard Copy
Records management policies (records retention, destruction and archive)	Hard Copy
Data protection policies	Hard Copy
Schedule of charges (for the publication of information)	Hard Copy Website At base of document
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list	Access only
Assets Register	Hard Copy
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)	Hard Copy
Register of members' interests	Hard Copy
Register of gifts and hospitality	Hard Copy
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)
Allotments (proposed)	Hard Copy
Burial grounds and closed churchyards	Hard Copy Website

Community centres and village halls	Swanton Morley Village Hall Operated by Village Hall Management Trust
Parks, playing fields and recreational facilities	Gooseberry Hill Playing Field and Village Green Hard Copy Website
Seating, litter bins, clocks, memorials and lighting	Hard Copy
Bus shelters	Bus stops operated by Norfolk County Council
Markets	No
Public conveniences	No
Agency agreements	No agencies employed
A summary of services for which the council is entitled to recover a fee, together with those fees	Fees Associated with Cemetery Hard Copy Website
Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Common Lands	Hard Copy Website

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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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* The actual cost incurred by the public authority based on usage of printer and cost of paper and ink.