

NEATISHEAD PARISH COUNCIL FREEDOM OF INFORMATION

NOTE:

1. All the rates given below exclude the Clerk's time which will be charged at £8.64 per hour unless stated otherwise. Minimum charge for Clerk's time is 15 minutes.
2. Requests for information must be made in writing.
3. Neatishead Parish Council website address is:
<http://neatisheadpc.norfolkparishes.gov.uk/>

Information Available	How the information can be obtained	Cost
Class1 - Who we are		
Who's who on the Council Councillors		
Louis Baugh Chair 01692 630661	Website Parish Notice Board Hard Copy	10p per sheet - single side
Hayley Cawthorne Vice Chair (Community Engagement, Environmental Projects) 07855 418693		
Patrick Palgrave-Moore Councillor (New Victory Hall) 01692 631231		
Nick Fowle Councillor 01692 630249		
Steven Luxford Councillor (School Liaison) 01692 631160		
Paul Ryall Councillor 01692 630710		
Vacancy		
Lauraine Arnold Clerk to the Council Sunnysdene Sow's Loke neatishead.parish@btinternet.com 01692 631189	Website Parish Notice Board Hard Copy	10p per sheet - single side
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Parish Board Hard Copy	£2.50
Finalized budget	Hard Copy	10p per sheet - single side
Precept	Hard Copy	10p per sheet - single side
Standing Orders and Financial Regulations	Hard Copy	10p per sheet - single side
Grants given and received	Hard Copy	10p per sheet - single side
List of current contracts awarded and value of contract	Hard Copy	10p per sheet - single side
Members' allowances and expenses	None Claimed	
Class 3 – What our priorities are and how we are doing		

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Annual Report to Parish by the Chair	Website Hard Copy	10p per sheet - single side
Class 4 – How we make decisions		
Timetable of meetings	Hard Copy	10p per sheet - single side
Agendas of meetings	Website Parish Notice Board Hard Copy	10p per sheet - single side
Minutes of meetings – Note this excludes information that is properly regarded as private to the meeting.	Website Parish Notice Board Hard Copy	10p per sheet - single side
Reports presented to council meetings – Note this excludes information that is properly regarded as private to the meeting.	Hard Copy	10p per sheet - single side
Class 5 – Our policies and procedures		
Procedural standing orders Code of Conduct Financial Standing orders	Hard Copy	10p per sheet - single side
Information security policy	Hard Copy	10p per sheet - single side
Records management policies (records retention, destruction and archive)	Hard Copy	10p per sheet - single side
Health & Safety Policy and Risk Assessments	Hard Copy	10p per sheet - single side
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Register		
Register of members' interests	For Inspection by appointment with the Clerk	£8.64 per hour
Register of gifts and hospitality	For Inspection by appointment with the Clerk	£8.64 per hour

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet – single side (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 1st class
Preparation Charge	Clerk's time at £8.64 per hour Minimum charge 15 minutes	