

Information available from Burston and Shimpling Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’ in the table.

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Clerk: Website Clerk: Noticeboards All: Website; Quarterly Parish Magazine
Location of main Council office and accessibility details	Not applicable (contact Clerk to arrange meetings)
Staffing structure	Parish Clerk only
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website
Statement of accounts and internal audit report in the format included in the Annual Return form	Website

Finalised budget	Website
Precept	Website
Borrowing Approval letter	Not applicable
All items of expenditure above £100	Website
Financial Standing Orders and Regulations	Website
Grants given and received	Website – as part of finance report
List of current contracts awarded and value of contract	Contact Clerk or RFO
Members' allowances and expenses	Contact Clerk or RFO
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Contact Clerk
Annual governance statement in format included in the Annual Return form	Website
Parish Plan	Not applicable
Annual Report to Parish Meeting	Website
Quality status	Not applicable
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	Website
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website; Quarterly Parish Magazine

Agendas of meetings (as above)	Website; Noticeboards
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Contact Clerk
Responses to consultation papers	Contact Clerk
Responses to planning applications	Planning Authority Planning Portal
Bye-laws	Not applicable
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy 	Website

<ul style="list-style-type: none"> • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website
Class 6 – Lists and Registers Currently maintained lists and registers only.	Contact the Clerk
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Contact the Clerk
Assets register, including details of public land and building assets	Contact the Clerk
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Contact the Clerk
Register of members' interests	See South Norfolk and Broadland website
Register of gifts and hospitality	Not applicable
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	Website; Welcome Booklet; Quarterly Magazine; Noticeboards
Allotments	Not applicable
Burial grounds and closed churchyards	Maintenance Shimpling St George church yard

Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Contact the Clerk
Seating, litter bins, clocks, memorials and lighting	Contact the Clerk
Bus shelters	Contact the Clerk
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not applicable
Additional Information	
Information not itemised in the lists above	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

For anyone without access to the website, please contact the Clerk to arrangement to inspect documents if appropriate, or for paper copies. These will be supplied for the actual cost of the printing at a £1 per sheet. Any postage costs will be actual cost of Royal Mail standard 2nd class mail.

Contact details:

Meetings by prior arrangement as we do not have a Parish Office and our Clerk is part time

Parish Clerk: F Sharp phone: 01379 776355 Email: clerk@burstonandshimplingparishcouncil.gov.uk

RFO: A Wakeham phone 07768927182 Email: alison@burstonandshimplingparishcouncil.gov.uk

Website: burstonandshimplingparishcouncil.gov.uk