

# GAYTON PARISH COUNCIL

## Freedom of Information Model Publication Scheme

Approved and adopted by Gayton Parish Council March 2020

Date of next review: April 2022

J.E. Cunn

4.5.2020

7 pages incl. Form.

F-

## Information available from Gayton Parish Council under their publication scheme

*Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.*

| Information to be published                                                                                                                                | How the information can be obtained                                                                                                                               | Cost                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | From the Council's website<br><br>Displayed on noticeboards<br><br>As a hard copy from the Clerk, or electronically attached to an email from the Clerk           | See costs on Page 7 for hard copies of documents in Class 1 |
| Who's who on the Council and its Committees                                                                                                                | From the Council's website<br><br>As a hard copy from the Clerk, or electronically attached to an email from the Clerk                                            | as above                                                    |
| Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)                          | From the Council's website<br><br>Clerk's contact details are on Website<br>Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk | as above                                                    |
| Location of main Council office and accessibility details                                                                                                  | Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Limited parking at the Hall                                                     |                                                             |
| Staffing structure                                                                                                                                         | Clerk is sole employee                                                                                                                                            |                                                             |

| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) |                                                                |                                                                | See costs on<br>Page 7 for<br>hard copies<br>of<br>documents<br>in Class 2 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------|
| Current and previous financial year as a minimum                                                                                                                                  |                                                                | From the Council's website or as a<br>hard copy from the Clerk |                                                                            |
| Annual Return (Pages 2, 3 and 5)                                                                                                                                                  | As above                                                       |                                                                |                                                                            |
| Reasons for Variations = / - 15%                                                                                                                                                  | As above                                                       |                                                                |                                                                            |
| Payments over £100                                                                                                                                                                | As above                                                       |                                                                |                                                                            |
| Finalised budget                                                                                                                                                                  | As above                                                       |                                                                |                                                                            |
| Precept                                                                                                                                                                           | From the Council's website or as a<br>hard copy from the Clerk |                                                                |                                                                            |
| <del>Borrowing Approval Letter</del>                                                                                                                                              | N/A                                                            |                                                                |                                                                            |
| Financial Regulations and Standing Orders                                                                                                                                         | From the Council's website or as a<br>hard copy from the Clerk |                                                                |                                                                            |
| Grants given and received                                                                                                                                                         | From the Council's website or as a<br>hard copy from the Clerk |                                                                |                                                                            |
| Grant Award Policy                                                                                                                                                                | Hard copy from the Clerk                                       |                                                                |                                                                            |
| List of current contracts awarded and value of contract                                                                                                                           |                                                                |                                                                |                                                                            |
| Street Lights Maintenance                                                                                                                                                         |                                                                |                                                                |                                                                            |
| Health & Safety                                                                                                                                                                   |                                                                |                                                                |                                                                            |

|                                                                                                                                                  |                                                                |  |                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--|----------------------------------------------------------------------------|
| Councillors' allowances and expenses                                                                                                             | Currently N/A                                                  |  |                                                                            |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |                                                                |  | See costs on<br>Page 7 for<br>hard copies<br>of<br>documents<br>in Class 3 |
| Action Plan/s                                                                                                                                    | From the Council's website or as a<br>hard copy from the Clerk |  |                                                                            |

|                                                                                                                                                                               |                                                                                  |                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------|
| Chairman's Annual Report to Parish Meeting (current year only)                                                                                                                | From the Council's website or as a hard copy from the Clerk                      |                                                             |
| Minute relating to General Power of Competence adoption                                                                                                                       | Not Adopted                                                                      |                                                             |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum                          |                                                                                  | See costs on Page 7 for hard copies of documents in Class 4 |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)                                                                                     | From the Council's website or as a hard copy from the Clerk Parish noticeboard/s |                                                             |
| Agendas of meetings (as above)                                                                                                                                                | From the Council's website or as a hard copy from the Clerk                      |                                                             |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting                                                         | From the Council's website or as a hard copy from the Clerk                      |                                                             |
| Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting                                                | Currently N/A                                                                    |                                                             |
| Responses to planning applications                                                                                                                                            | See Minutes                                                                      |                                                             |
| Responses to consultation papers                                                                                                                                              | From the Council's website or hard copy from the Clerk                           |                                                             |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering services and responsibilities)<br>Current information only |                                                                                  | See costs on Page 7 for hard copies of documents in Class 5 |

|                                                                                                                                                                                                                                                                                                   |                                                                          |                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------|
| Policies – Planning Policy (how the Council deals with planning applications at parish council level), Code of Conduct and Dispensation Policy, Risk Management Policy                                                                                                                            | From the Council's website or as a hard copy from the Clerk              |                                                             |
| Policies and procedures for the provision of services and about the employment of staff:<br>Equality and diversity policy<br>Lone Workers Policy<br>Training and Development Policy<br>Policies and procedures for handling requests for information<br>Freedom of Information Publication Scheme | From the Council's website or as a hard copy from the Clerk              |                                                             |
| Complaints procedures (including those covering requests for information and operating the publication scheme)                                                                                                                                                                                    | From the Council's website or as a hard copy from the Clerk              |                                                             |
| <b>Class 6 – Lists and Registers</b><br><br><b>Currently maintained lists and registers only</b>                                                                                                                                                                                                  |                                                                          | See costs on Page 7 for hard copies of documents in Class 6 |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)                                                                                                                                                | N/A                                                                      |                                                             |
| Assets Register                                                                                                                                                                                                                                                                                   | From the Council's website or as a hard copy from the Clerk              |                                                             |
| Register of members'/councillors' interests                                                                                                                                                                                                                                                       | Available from Borough Council of King's Lynn & District Council website |                                                             |
| Register of gifts and hospitality                                                                                                                                                                                                                                                                 | Apply to Clerk                                                           |                                                             |

| <b>Class 7 – The services we offer</b><br>Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses | From the Council's website or as a hard copy from the Clerk | See costs on Page 7 for hard copies of documents in Class 7 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|
| Current information only                                                                                                                                                         |                                                             |                                                             |
| Allotments                                                                                                                                                                       | Not run by the Parish Council                               |                                                             |
| Playing Fields and recreational facilities                                                                                                                                       | Website-Clerk                                               |                                                             |
| Seating, Litter Bins                                                                                                                                                             | Website-Clerk                                               |                                                             |
| Bus Shelters                                                                                                                                                                     | Website -Clerk                                              |                                                             |
|                                                                                                                                                                                  |                                                             |                                                             |

**Contact details of the Clerk**

Mrs S J Bristow  
Parish Clerk/RFO  
Church Farmhouse  
East Walton Road  
Gayton  
King's Lynn  
PE32 1PH

01553 636499

[gaytonparishcouncil@gmail.com](mailto:gaytonparishcouncil@gmail.com)

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

| Type of charge    | Description                                               | Basis of charge                                                                                            |
|-------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Disbursement cost | Photocopying @ 20p per single-sided sheet (black & white) | Actual cost based on computer printing                                                                     |
|                   | Photocopying @ £1.00p per single-sided sheet (colour)     | Actual cost based on computer printing                                                                     |
|                   | Postage                                                   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded delivery if requested at standard price |
|                   |                                                           |                                                                                                            |
|                   |                                                           |                                                                                                            |
|                   |                                                           |                                                                                                            |