

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

Little Ellingham Parish Council

1. General Information

Authority: Little Ellingham Parish Council, 19 Willow Close, Brundall, NR13 5PZ

Responsible Officer: Melanie Eversfield, Parish Clerk

Maintaining Officer: Melanie Eversfield, Parish Clerk

| 2. Information to be published | 3. Method of Publication (All information on request to Parish Clerk) |
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| <p><u>Council practice and procedures</u> Council Agendas and Minutes</p> <p>Acceptance of Office Standing Orders Councillors Code of Conduct Register of Councillors Interests</p> | <p>Agendas are posted on Notice Boards. Agendas and Minutes are posted on the Council's website. Copies can also be inspected by appointment.</p> <p>These can be inspected at a local venue on request to the Clerk</p> |
| <p><u>Financial</u> The Annual Precept Figure</p> <p>Annual Budgets in Summary Form Expenditure against Budget in Summary Form</p> <p>Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information Financial Regulations Risk Assessment</p> | <p>Published in the District Council leaflet</p> <p>Distributed bi-monthly at Parish Council meeting, available by request from Parish Clerk</p> <p>Published bi-monthly in Council Minutes</p> <p>Can be inspected at a local venue by appointment with Parish Clerk</p> |
| <p><u>Planning</u> Summary lists of planning applications</p> <p>Individual planning applications & responses</p> | <p>Published in bi-monthly Parish Council Agendas and minutes</p> <p>Available on Breckland Council website</p> |
| <p><u>Health and Safety</u> Risk Assessments</p> | <p>Can be inspected at a local venue by appointment with Parish Clerk</p> |
| <p><u>Archive Material</u> Byelaws Minute Books Leases and Deeds Historic maps, photographs etc</p> | <p>Can be inspected at The Norfolk Record Office</p> |
| <p><u>Periodic Electoral Review</u> Documents on last Electoral Review Documents on the last Boundary change</p> | <p>Can be inspected at The Norfolk Record Office</p> |
| <p><u>Employment</u> Terms and conditions of employment Job descriptions</p> | <p>Can be inspected at a local venue by appointment with Parish Clerk</p> |

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information.

4. Charging Policy

Information can be inspected, by appointment at a local venue free for charge.

Information that can be photocopied without breaching copyright laws can be copied by the Parish Clerk at the cost of 10p per A4 sheet.

A detailed search of records (for example the Council Minutes) is subject to a charge of £10 per search.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Clerk to ensure that the information they require is still available.