

Information available from Geldeston Parish Council under their publication scheme

The information listed below is available without charge on the Council's website at [Geldeston Parish Council | Home](#) except where stated. Historical documents may be available on request.

For any missing information please e-mail the clerk clerk@geldestonparishcouncil.gov.uk

If paper copies of documents are requested please see schedule of charges. Payment must be made in advance by cheque. Please contact the clerk for further details.

Information to be published	Where to find it
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	From the Council's website
Who's who on the Council and its Committees	From the Council's website
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	From the Council's website
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public.
Staffing structure	Clerk is sole employee

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website
Annual Return and report by auditor Reasons for Variations = / - 15% Payments over £100 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over]	Website
Finalised budget	Website
Precept	Website
Borrowing Approval letter	N/A
Financial Regulations and Standing Orders	Website
Grants given and received Grant Award Policy	N/A
List of current contracts awarded and value of contract	Website
Councillors' allowances and expenses	Currently N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Action Plan/s [if any]	N/A
Chairman's Annual Report to Parish Meeting (current year only)	Website
Minute relating to General Power of Competence adoption	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, any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	Website
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 From the District Council's website
Responses to consultation papers	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only	
Policies	Website
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Lone Workers Policy [delete if you don't have these] Training and Development Policy Policies and procedures for handling requests for information Freedom of Information Publication Scheme	Confidential – Personal Information Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website
Class 6 – Lists and Registers Currently maintained lists and registers only	

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	Website
Register of members'/councillors' interests	SNDC Website
Register of gifts and hospitality	N/A
Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses Current information only	
Allotments	Website
Burial Grounds and closed churchyards	N/A
Community centres and Village Halls	N/A
Parks, playing fields and recreational facilities	Website
Seating, litter bins, memorials	Website
Bus Shelters	Website
Additional Information [This will provide Councils with the opportunity to publish information that is not itemised in the lists above]	

Contact details of the Clerk

Tina Bunn
clerk@geldestonparishcouncil.gov.uk

Payment for requested hard copies must be made in advance by cheque.

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 @ 25p per single-sided sheet (black & white)	Actual cost
	Photocopying @ 40p per single-sided sheet (colour) + officer time	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price