



Information available fromMARTHAM Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

| | | | |
|---|--|------------------------|-----------------------------|
| Tony Gates Paul Hooper (Vice-Chair) Bob Huxtable Mark Johnson Patrick Manifold Vick Smith Colin Starkings Terry Watson Brian Wright | 4 Oxford Way, Martham, NR29 4TN 1 Repps Road, Martham, NR29 4TJ Applegrove, Moregrove, Martham, NR29 4QA Willow Croft, Cess Lane, Martham, NR29 4TZ 1 Coronation Cttgs, Cess Lane, NR29 4TZ 2 Manor Farm Barns, Back Road, NR29 4TW 19 Thurne Rise, Martham, NR29 4PU 68 Repps Rd Martham, NR29 4QT 30 Rowan Road, Martham, NR29 4RY | | side. |
| Sarah Hunt – Clerk to the Council. Community Centre, Playingfield Lane, Martham, NR29 4SP (01493) 749938 clerk@martham.gov.uk | | | |
| Class 2 – What we spend and how we spend it | | (hard copy or website) | |
| Annual return form and report by auditor | | Hard copy | 10p per sheet – single side |
| Finalised budget | | Hard copy | As above |
| Precept | | Hard copy | As above |
| Financial Standing Orders and Regulations | | Hard copy | As above |
| Grants given and received | | Hard copy | As above |
| List of current contracts awarded and value of contract | | Hard copy | As above |
| Members’ allowances and expenses | | None Claimed. | |
| Class 3 – What our priorities are and how we | | (hard copy or website) | |

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| are doing | | |
| Community Led Plan – in development. | | |
| Annual Report to Parish or Community Meeting | Website or hard copy | As above |
| Quality status | Hard Copy | As above |
| Local charters drawn up in accordance with DCLG guidelines | N/a | |
| | | |
| Class 4 – How we make decisions | | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website or hard copy | As above |
| Agendas of meetings | Website or hard copy | As above |
| Minutes of meetings | Website, emailed or hard copy | As above |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Website or hard copy | As above |
| Responses to consultation papers | Hard Copy | As above |
| Responses to planning applications | Hard Copy | As above |
| Bye-laws | N/a | |
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| Class 5 – Our policies and procedures | (hard copy or website) | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference | Website or Hard Copy | As above |

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| Code of Conduct Policy statements | | |
| Information security/Data policy | Hard Copy | As above |
| Records management policies (records retention, destruction and archive) | Hard Copy | As above |
| Data protection policies | Hard Copy | As Above |
| Schedule of charges (for the publication of information) | See below | |
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| Class 6 – Lists and Registers | | |
| Any publicly available register or list: | | |
| Assets register | For inspection by appointment | |
| Register of members' interests | Website | |
| Register of gifts and hospitality | For inspection by appointment | |
| | | |
| Class 7 – The services we offer | | |
| Allotments | By appointment | |
| Burial grounds and closed churchyards | N/a | |
| Community centres and village halls | By appointment | |
| Parks, playing fields and recreational facilities | N/a | |

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| Seating, litter bins, clocks, memorials and lighting | By appointment | |
| Bus shelters | By appointment | |
| Markets | N/a | |
| Public conveniences | N/a | |
| Agency agreements | N/a | |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/a | |
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| Additional Information | | |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details:

Martham Parish Council – Sarah Hunt, Clerk.
Community Centre, Playingfield Lane, Martham, NR29 4SP
01493 749938 clerk@martham.gov.uk

SCHEDULE OF CHARGES

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost |
| | Photocopying @ 20p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Preparation Time | Clerks House at £11.66/hour | |

* the actual cost incurred by the public authority