Freedom of Information Publication Scheme

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

Leziate Parish Council guide to information
Version 2
20140612 March 2020/ revised August 2021 / revised August 2022 / revised August 2023 / Revised August 2024 / August 2025 /August 2026

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	hard copy upon request to the Clerk or website – https://www.leziatepc.info/	
Who's who on the Council and its Committees	As above	See costs on page 7
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	As above	as above
Location of main office and accessibility details	Clerk : 2 Abbeyfields, Abbeyfields, Great Massingham. PE32 2JE clerk@leziateparishcouncil.gov.uk 07368 861696	See costs on page 7
Staffing structure	Part time Parish Clerk & RFO	
Class 2 – What we spend and how we spend it	hard copy upon request	See costs

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	to the Clerk or website – https://www.leziatepc.info/ (hard copy or website)	on page 7
Annual return form and report by auditor	hard copy/email/website	
Finalised budget	hard copy/email/website	
Precept	hard copy/email/website	
Financial Standing Orders and Regulations	hard copy/email	
Grants given and received	hard copy/email	
List of current contracts awarded and value of contract	hard copy/email	
Members' allowances and expenses	hard copy/email	
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	hard copy upon request to the Clerk or website – https://www.leziatepc.info/ (hard copy or website)	See costs on page 7
Play Area Inspection Annual Report		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	hard copy upon request to the Clerk or website – https://www.leziatepc.info/ (hard copy or website)	See costs on page 7
Timetable of meetings (Council and any committee/sub-committee	Website/noticeboard/	

meetings and parish meetings)	email/hard copy	
Agendas of meetings (as above)	Website/noticeboard/ email/hard copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/noticeboard/ email/hard copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	hard copy or email	
Responses to consultation papers	Minutes/Website	
Responses to planning applications	Minutes/Website	
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy upon request to the Clerk or website – https://www.leziatepc.info/ (hard copy or website)	See costs on page 7
Policies and procedures for the conduct of council business: Procedural standing orders Policy statements Financial Regulations Health & Safety Risk Assessments Freedom of Information GDPR Policy	Website/hardcopy/email	
Policies and procedures for the provision of services and about the	Covered by employment	

employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	contract	
Information security policy	as risk assessment	
Records management policies (records retention, destruction and archive)		
Data protection policies	No data in public domain	
Schedule of charges (for the publication of information)	See page 7	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy; some information may only be available by inspection)	See costs on page 7
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	

Assets register		
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Via Clerk inspection only	
Register of members' interests	Via Clerk	
Register of gifts and hospitality	Via Clerk	
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	hard copy upon request to the Clerk or website – (some information may only be available by inspection) https://www.leziatepc.info/	See costs on page 7
2 Play Areas	Via Clerk	
Brand's Wood	Via Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

Contact details:

Caroline Boyden – Parish Clerk
c/o 2 Abbeyfields, Abbey Road,
Great Massingham. Norfolk. PE32 2JE
clerk@leziateparishcouncil.gov.uk / 07368 861696

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 @ £2.00 per sheet (black & white)	Actual cost based on printer/ink/paper costs
	Photocopying @£4.00 per sheet (colour)	Actual cost based on printer/ink/paper costs
	Postage	Actual cost of Royal Mail standard 2nd class

(actual cost incurred by the public authority)