

## Information available from Harling Parish Council

### Under the Model Publication Scheme

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>	<b>Cost</b>
<b>CLASS 1 – WHO WE ARE AND WHAT WE DO</b> Who's who on the Parish Council	Council website and notice board As a hard copy or electronic by the Clerk	See costs on Page 4 for hard copies of documents in class 1
Contact details for the Parish Clerk and Council members	Website and notice board	as above
Location of main Council office and accessibility details	Office is in the Clerks home. Meetings at the Old School Hall, disabled facilities available at hall.	
Staffing structure	Four members of staff employed	
<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and audits Current and previous years as a minimum	Hard copy and website Hard copy Minutes on website	See costs on page 4 for hard copies of documents in class 2
Annual return pages 2,3,5 Reasons for variations Payments over £100(if a council with t/o 25k or under/ or payments over £500 if council t/o 200,000k or over	As above	
Budget, financial regulations and Standing Orders	Councils website	As above
Grants given and awarded	Hard copy from Clerk	As above
Councillors allowances and expenses	Currently NA	

<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		
Annual reporting to Parish Meeting and action plans Chairman’s annual report	Website Request to the Clerk	See costs on Page 4 for hard copies of documents in class 3
<b>CLASS 4 - HOW WE MAKE DECISIONS</b>		
Timetable of meetings	Website and notice board	
Agendas of meetings Minutes of meetings Reports presented to council meetings Responses to consultation papers Responses to planning applications	Website and notice board	
<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b> The Parish Council conduct themselves in accordance with the Model Code of Conduct and the Good Councillors Guide <b>Records management policies:</b> <b>GDPR Policy</b> <b>Schedules of charges</b> <b>Data Protection</b> <b>Equality Policy</b> <b>Communications Policy</b> <b>CCTV Policy</b> <b>Scheme of publication</b> <b>Standing Orders</b> <b>Financial Regulations</b> <b>Filming at meetings</b> <b>Grievance procedure</b> <b>Complaints procedure</b> <b>ICO Certificate of registration</b>	Clerk As indicated in this document  Website and Parish Clerk	

<b>Health and safety policy</b> <b>Risk assessment and management</b> <b>Code of conduct</b> <b>Press and Media</b> <b>Disciplinary Procedure</b> <b>Internal Controls</b> <b>Safeguarding policy</b> <b>Operation London Bridge</b>		
<b>CLASS 6 – LISTS AND REGISTERS</b> Asset Registers Register of members interests	Clerk Clerk and Breckland Council Monitoring Officer	See costs of page 4
<b>CLASS 7 – THE SERVICES WE OFFER</b> Allotments Cemetery Litter picking Bins Street lights Play areas Seating Notice boards Recreational areas		
<b>SCHEDULE OF CHARGES</b> Type of charge      -      Disbursement cost	Photocopying 15p per black and white sheet Plus 2 <sup>nd</sup> class postage	

