Document Control
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Information available from Caistor St Edmund and Bixley Parish Council under their publication scheme

Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule of charges on Page 6.

Introduction
This Guide explains the information that the Parish Council routinely makes available under its Freedom of Information Publication Scheme, how that information can be obtained, and any charges that may apply. The Guide is intended to make information about the Council, its decisions, policies, activities and expenditure readily accessible to the public.

Exemptions and restrictions on disclosure
The Parish Council will publish information in accordance with this Guide, subject to any exemptions or restrictions on disclosure that apply under the Freedom of Information Act 2000, the Data Protection Act 2018, the UK GDPR, or any other applicable legislation. Where information is exempt from disclosure, or where disclosure would otherwise be unlawful or inappropriate under applicable legislation, the Council may withhold the information or, where appropriate, publish a redacted version.

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	Hard copy available from the Clerk and/or website	See schedule of charges for hard copies of documents in Class 1
Who is who on the Council and its Committees	Website/hard copy	
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	Website/hard copy Clerk's contact details are on Page 6.	
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at Arminghall village hall, meetings open to public. Parking is available in nearby lay-bys and on surrounding side roads.	
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/hard copy	See schedule of charges for hard copies of documents in Class 2
Annual Governance and Accountability Return (AGAR) Reasons for Variations = / - 15% Payments over £100 [if a council with turnover £25,000 or under, *Transparency Code for Smaller Authorities*] or payments over £500 [if a council with turnover £200,000 or over, *Local Government Transparency Code 2015*] *Councils with turnover over £25,000 but under £200,000 are not subject to either Transparency Code as a statutory requirement. However, in accordance with paragraph 5.127 of the current Practitioners' Guide, such councils should, as best practice, comply with the Local Government Transparency Code 2015.*	Website/hard copy	

Finalised budget	Website/hard copy	
Precept	Website/hard copy	
~~Borrowing Approval letter~~	Not applicable	
Financial Regulations and Standing Orders	Website/hard copy	
Grants given and received	Contained within minutes published on the website.	
List of current contracts awarded and value of contract	Hard copy from the Clerk	
Councillors' allowances and expenses	Currently not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)	Hard copy or website	See schedule of charges for hard copies of documents in Class 3
Chair's Annual Report to Parish Council Meeting (current year only)	Website/hard copy	
Minute relating to General Power of Competence adoption	Details can be found from the website, minutes of Annual Parish Council meeting, 7th May 2025, minute reference 2025/013.	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		See schedule of charges for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Website/hard copy/noticeboards	
Agendas of meetings (as above)	Website/hard copy	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	Website/hard copy	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	Currently not applicable	
Responses to planning applications Responses to consultation papers	Website (minutes)/on South Norfolk Council's website Hard copy/website (minutes)	

Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering services and responsibilities) Current information only		See schedule of charges for hard copies of documents in Class 5
Policies – Planning policy (how the Council deals with planning applications at parish council level), Code of Conduct, Risk management scheme	Website/hard copy	
Policies and procedures for the provision of services and about the employment of staff: Biodiversity policy Bullying and harassment policy Co-option policy Dignity at work policy Equality and diversity policy Grievance and disciplinary policy Health and safety policy Internal control policy IT policy Lone workers policy Record management policy Safeguarding policy Sickness absence policy Tree policy Guides to users and risk assessments: Guide for public attending and speaking at meetings Dynamic risk assessment form Risk assessment – Speed Awareness Machine/Speed Indicator Device Risk assessment for use of powered handheld grounds maintenance equipment Policies and procedures for Arminghall village hall: Equality and accessibility policy Fire alarm procedure Fire evacuation plan Fire safety policy	Website/hard copy	

Hirer risk assessment Hire agreement Fire safety information sheet (to form part of Hire agreement) Furniture hire agreement Inspection checklist Risk assessment Safeguarding policy Safety and management checklist Policies and procedures for handling requests for information: ICO Model Publication Scheme Version 1.2 Guide to information and schedule of charges		
Data protection policies including Privacy Statement & Information Audit	Website/hard copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/hard copy	
Class 6 – Lists and Registers **Currently maintained lists and registers only**		See schedule of charges for hard copies of documents in Class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Website/hard copy	
Register of members'/councillors' interests	Available from South Norfolk District Council website	
Register of gifts and hospitality	Not applicable	
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	Website/hard copy	See schedule of charges for hard copies of documents in Class 7
Seating, litter bins, dog bins, grit bins, village sign, noticeboards	No relevant information	

Arminghall village hall	Website/hard copy if applicable	
The Raking Pit	Website/hard copy if applicable	
Bus shelters	No relevant information	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information		

Contact details of the Clerk
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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 @ 25p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 50p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2nd class. Recorded delivery if requested at standard price