

CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL

Freedom of Information Model Publication Scheme

Approved and adopted by Caistor St Edmund and Bixley Parish Council

Date of next review: September 2026

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 on Page 6.

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	From the Council's website As a hard copy from the Clerk, or electronically attached to an email from the Clerk	See costs on Page 6 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From the Council's website As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk	as above
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	From the Council's website Clerk's contact details are on Page 6. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk	as above
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at Poringland village hall, meetings open to public. Limited parking available at village hall, or on side road.	
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	From the Council's website or as a hard copy from the Clerk	See costs on Page 6 for hard copies of documents in Class 2
Annual Governance and Accountability Return (AGAR)	As above	

Reasons for Variations = / - 15%	As above	
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]	As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
Borrowing Approval letter	N/A	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
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 N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews)	Hard copy	See costs on Page 6 for hard copies of documents in Class 3
Chair's Annual Report to Parish Council Meeting (current year only)	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Details can be found from the Councils website, minutes of Annual Parish Council meeting, 7 th 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 costs on Page 6 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	From the Council's website or as a hard copy from the Clerk Parish noticeboard/s	
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk	

Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk	
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	
Responses to consultation papers	From the Council's website, email or hard copy from the Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering services and responsibilities) Current information only		See costs on Page 6 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	From the Council's website or as a hard copy from the Clerk	
Policies and procedures for the provision of services and about the employment of staff: Biodiversity 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 Sickness absence policy Tree policy Guides to users and risk assessments: Guide for public attending and speaking at meetings Chain saw operator risk assessment Dynamic risk assessment form Guidance to users and risk assessment of the Raking Pit Hedge trimmer operator risk assessment	From the Council's website or as a hard copy from the Clerk	

Strimmer/brush cutter operator risk assessment Policies and procedures for handling requests for information: Freedom of Information Publication Scheme		
Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Council's website or as a hard copy from the Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only		See costs on Page 6 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)	N/A	
Assets Register	From the Council's website or as a hard copy from the Clerk	
Register of members'/councillors' interests	Available from South Norfolk District Council 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	From the Council's website or as a hard copy from the Clerk	See costs on Page 6 for hard copies of documents in Class 7
Seating, litter bins, dog bins	No relevant information	
Arminghall village hall	Website or hard copy if applicable	
The Raking Pit	Website or 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 [This will provide Councils with the opportunity to publish information that is not itemised in the lists above]		

Contact details of the Clerk

Yvonne Wonnacott
1 Meadow Cottages, Gull Lane, Framingham Earl, NR14 7PN
Tel: 01508 493134
clerk@cseandbparishcouncil.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 @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price