

## **PUBLICATION SCHEME FOR DOCUMENTS**

All items marked with an asterisk are available on the Parish Council website at <http://snettishamparish.norfolkparishes.gov.uk>. All documents listed are available in hard copy from the Parish Office on request<sup>1</sup>. Details of charges for this are included in this document. Other information may be available on request unless specifically prohibited by the relevant Freedom of Information legislation. For convenience, some items are referred to in footnotes here rather than in separate documents.

### **Class 1 – Who we are and what we do:**

- \*Who's who – list of councillors
- \*Contact details
- \*Location, and accessibility, of Parish Office
- \*Staffing

### **Class 2 – What we spend and how we spend it:**

- \*Annual return form and auditor's report
- \*Finalised budget
- \*Precept
- Borrowing – not applicable<sup>2</sup>
- \*Financial Regulations
- \*Expenditure & income, including grants and donations
- Current Contracts<sup>3</sup>
- Members allowances and expenses<sup>4</sup>

### **Class 3 – What our priorities are and how are we doing:**

- \*Parish Plan<sup>5</sup>
- \*Annual Report<sup>6</sup>
- Quality Status*
- Local charters – not applicable

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<sup>1</sup> Those in italics are not currently available. Please note this is a working document.

<sup>2</sup> Council has no current borrowing. A 20 year loan for play equipment was repaid in full in 2016.

<sup>3</sup> Current long term contracts are those for grounds maintenance - these are not fixed sums, but based on work done. Individual contract payments are listed in the expenditure reports. A general contract for such is included in Policies and Protocols.

<sup>4</sup> Members receive expenses for items purchased on behalf of Council – these are listed in expenditure reports. The Chair receives a fixed £200 in annual expenses, in recognition of the extra work undertaken.

<sup>5</sup> There is a Neighbourhood Plan in the final stages of development. This is all available online.

<sup>6</sup> An Annual Report of Council activities and financial summary etc. is include in the TORC magazine – on the SPC website. The Chair's Annual Report to the Parish Meeting is summarise in the minutes of those meetings.



#### **Class 4 – How we make decisions:**

- \*Timetable of meetings
- \*Agendas of meetings
- \*Minutes of meetings
- Reports presented to Council meetings
- Responses to consultation papers
- \*Responses to planning applications<sup>7</sup>
- Bye-Laws – not applicable

#### **Class 5 – Our Policies and Procedures:**

##### Policies and procedures for the conduct of Council business:

- \*Standing Orders
- Committee/Subcommittee Terms of Reference<sup>8</sup>
- Delegated Authority*
- \*Code of Conduct
- \*Policy Statements

##### Policies and procedures for the provision of services, and the employment of staff:

- Internal staff delivery policies*
- \*Equality and Diversity Policy<sup>9</sup>
- Health and Safety Policy*
- Recruitment policies, including current vacancies*
- Policies and procedures for handling requests for information*
  
- \*Complaints procedures
- Information security policy*
- Records management policies (retention, destruction and archive)*
- Data protection policies*
- Charges for information<sup>10</sup>

#### **Class 6 – Lists and Registers:**

- Publicly available registers or lists – not applicable
- Assets register
- Disclosure log*
- \*Register of members' interests<sup>11</sup>

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<sup>7</sup> All PC responses are on the Borough website – west-norfolk.gov.uk – but not on the SPC site.

<sup>8</sup> Council has no committees, other than a finance committee, consisting of all Councillors – this operates on general Standing Orders.

<sup>9</sup> As an Equal Opportunities policy

<sup>10</sup> As at 1/1/18 these are £1 for up to 20 sheets B&W or 5 sheets colour; thereafter 5p (B&W) or 25p (colour) per sheet. Postage added.

<sup>11</sup> Available on the Borough website – west-norfolk.gov.uk – not separately on SPC one.



*Register of gifts and hospitality*

**Class 7 – The service we offer:**

Allotments – not applicable<sup>12</sup>  
Burial grounds etc. – not applicable<sup>13</sup>  
Community Centre and Village Hall – not applicable<sup>14</sup>  
Parks, playing fields, recreational facilities<sup>15</sup>  
Bus shelters<sup>16</sup>  
Markets – not applicable<sup>17</sup>  
Public conveniences – not applicable  
Agency agreements – not applicable  
Street Lights<sup>18</sup>  
Dog Bins<sup>19</sup>  
Bin emptying<sup>20</sup>  
Services for which Council may charge a fee – not applicable<sup>21</sup>

**Additional documentation not listed above:**

*Parish meeting minutes*

*Notes:*

*References to Classes relate to the Information Commissioner's recommendations for such publication. The full recommended list is given, even if not applicable, with relevant additions.*

*Document updated: Friday, 17 November 2017*

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<sup>12</sup> Separate committee – Council rents land from Ken Hill on their behalf.

<sup>13</sup> Contact Church or Borough Council

<sup>14</sup> Separate body of Trustees, run Memorial Hall and Field as a Charity.

<sup>15</sup> Play Areas at Memorial Field and Lodge Walk are run by SPC. Poppyside Area is Borough Council site.

<sup>16</sup> One in Market Square, one near River Ingol, both property of SPC.

<sup>17</sup> There may be traditional Market rights on the Market Square – information not currently available.

<sup>18</sup> All street lights except those on the Lynn Rd are maintained by SPC

<sup>19</sup> Council owns and operates over 25 such bins.

<sup>20</sup> Rubbish bins in the Central area of the Village are owned and emptied by SPC.

<sup>21</sup> Expenses for such as photocopying & use of Council facilities are charged for at mutually agreed rates.

