

# TROWSE WITH NEWTON PARISH COUNCIL

## Guide to Information

### Published under the Model Publication Scheme

| Information to be published                                                                                                                                                                                                               | How the information can be obtained                                                                                        | Cost |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------|
| <b>Class 1 – Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only                                                                               |                                                                                                                            |      |
| <b>Who is on the Council and it's committees</b>                                                                                                                                                                                          | Website                                                                                                                    |      |
| <b>Contact details for Parish Clerk and Council members</b><br>(named contacts where possible with telephone number and email address (if used))                                                                                          | Website - contact details of the clerk are on the homepage and Cllr email information is on the dedicated Councillor page. |      |
| <b>Location of main council office and accessibility details</b>                                                                                                                                                                          | Office located in the Manor Rooms. Disabled access is to the rear of the building.                                         |      |
| <b>Staffing structure</b>                                                                                                                                                                                                                 | Clerk and Groundsman only.                                                                                                 |      |
|                                                                                                                                                                                                                                           |                                                                                                                            |      |
| <b>Class 2 – What we spend and how we spend it.</b><br>(Financial information related to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum |                                                                                                                            |      |
| <b>Annual return form and report by Auditor</b>                                                                                                                                                                                           | Website (Financial Papers page)                                                                                            |      |
| <b>Finalised budget</b>                                                                                                                                                                                                                   | Website (Finance Committee Page)                                                                                           |      |
| <b>Precept</b>                                                                                                                                                                                                                            | Website (Finance Committee page)                                                                                           |      |
| <b>Borrowing approval letter</b>                                                                                                                                                                                                          | N/A                                                                                                                        |      |
| <b>Financial Standing orders and Regulations</b>                                                                                                                                                                                          | Website (Policies page)                                                                                                    |      |
| <b>Grants given and received</b>                                                                                                                                                                                                          | Contained within the Parish Minutes and published on the Website.                                                          |      |
| <b>List of current awarded contracts and value of contact</b>                                                                                                                                                                             | Any such details would be in the minutes and published on the website.                                                     |      |
| <b>Members allowances and expenses</b>                                                                                                                                                                                                    | Contained within the budget and payment lists, all of which are on the website.                                            |      |
|                                                                                                                                                                                                                                           |                                                                                                                            |      |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br><br>Current and previous year as a minimum                                            |                                                                                                                            |      |
| <b>Parish Plan</b>                                                                                                                                                                                                                        | The Trowse Neighbourhood Plan is available on the                                                                          |      |

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|                                                                                                                                                                                        | Neighbourhood Plan page of the website                                                  |  |
| <b>Annual report to the Parish</b>                                                                                                                                                     | Website – Annual Parish meeting minutes                                                 |  |
| <b>Quality Status</b>                                                                                                                                                                  | N/A                                                                                     |  |
| <b>Local charters drawn up in accordance with DCLG guidelines</b>                                                                                                                      | N/A                                                                                     |  |
|                                                                                                                                                                                        |                                                                                         |  |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous year at a minimum                                           |                                                                                         |  |
| <b>Timetable of meetings (Council and an Committee/subcommittee meetings and Parish meetings)</b>                                                                                      | Website and Noticeboards                                                                |  |
| <b>Agendas of meetings</b> (as above)                                                                                                                                                  | Website and Noticeboards                                                                |  |
| <b>Minutes of meetings</b> (as above)                                                                                                                                                  | Website                                                                                 |  |
| <b>Reports presented to Council</b> (this will exclude information that is properly regarded as private to the meeting)                                                                | Website                                                                                 |  |
| <b>responses to consultation papers</b>                                                                                                                                                | Contained within the minutes on the website                                             |  |
| <b>Responses to planning applications</b>                                                                                                                                              | Contained within minutes on the website and on South Norfolk District Council's website |  |
| <b>Bye-laws</b>                                                                                                                                                                        | N/A                                                                                     |  |
|                                                                                                                                                                                        |                                                                                         |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only. |                                                                                         |  |
| <b>Policies and procedures for the Conduct of Council business</b>                                                                                                                     |                                                                                         |  |
| <b>Procedural Standing Orders</b>                                                                                                                                                      | Website                                                                                 |  |
| <b>Committee and Sub-committee Terms of Reference</b>                                                                                                                                  | Website                                                                                 |  |
| <b>Delegated authority in respect of officers</b>                                                                                                                                      | Contained in minutes on the website.                                                    |  |
| <b>Code of Conduct</b>                                                                                                                                                                 | Website                                                                                 |  |
| <b>Policy statements</b>                                                                                                                                                               | Website                                                                                 |  |
| <b>Policies and procedures for the provision of the services and about the employment of staff:</b>                                                                                    |                                                                                         |  |
| <b>Internal instructions to staff and policies relating to the delivery of service.</b>                                                                                                | N/A                                                                                     |  |
| <b>Equality and Diversity Policy</b>                                                                                                                                                   | Website                                                                                 |  |
| <b>Health and Safety Policy</b>                                                                                                                                                        | Website                                                                                 |  |
| <b>Recruitment Policies (including current vacancies)</b>                                                                                                                              | N/A                                                                                     |  |

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| <b>Policies and Procedures for handling requests for information</b>                                                                                              | Website                                 |                          |
| <b>Complaints procedures (including those covering requests for information and operating the publication scheme)</b>                                             | Website                                 |                          |
| <b>Information Security Policy (Privacy Policy)</b>                                                                                                               | Website                                 |                          |
| <b>Records management policies (records retention, destruction and archiving)</b>                                                                                 | Website                                 |                          |
| <b>Data Protection Policies</b>                                                                                                                                   | Website                                 |                          |
| <b>Schedule of Charges (for the publication of information)</b>                                                                                                   | Website                                 |                          |
|                                                                                                                                                                   |                                         |                          |
| <b>Class 6 – Lists and Registers</b>                                                                                                                              |                                         |                          |
| <b>Currently maintained lists and registers only</b>                                                                                                              |                                         |                          |
| <b>Any publicly available register or list (if any are held this should be publicised: in most circumstances existing access provisions will suffice)</b>         | N/A                                     |                          |
| <b>Assets Register</b>                                                                                                                                            | Website                                 |                          |
| <b>Disclosure Log (indicating the information has been provided in response to requests; recommended as good practice but may not be held by Parish Councils.</b> | N/A                                     |                          |
| <b>Register of Members Interests</b>                                                                                                                              | Website                                 |                          |
| <b>Register of gifts and hospitality</b>                                                                                                                          | N/A                                     |                          |
|                                                                                                                                                                   |                                         |                          |
| <b>Class 7 – The services we offer</b>                                                                                                                            |                                         |                          |
| <b>(information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>                             |                                         |                          |
| <b>Current information only.</b>                                                                                                                                  |                                         |                          |
| <b>Allotments</b>                                                                                                                                                 | Website                                 |                          |
| <b>Burial Grounds and Closed Churchyards</b>                                                                                                                      | Website                                 |                          |
| <b>Community Centres and Village halls</b>                                                                                                                        | N/A                                     |                          |
| <b>Parks, playing fields and recreational facilities</b>                                                                                                          | Website                                 |                          |
| <b>Seating, litter bins, clocks, memorials and lighting</b>                                                                                                       | Hard Copy                               | See schedule of charges. |
| <b>Bus shelters</b>                                                                                                                                               | Hard Copy                               | See schedule of charges. |
| <b>Markets</b>                                                                                                                                                    | N/A                                     |                          |
| <b>Public conveniences</b>                                                                                                                                        | N/A                                     |                          |
| <b>Agency agreements</b>                                                                                                                                          | N/A                                     |                          |
| <b>Services for which the Council is entitled to recover and fee, together with those fees (e.g., burial fees)</b>                                                | Website (allotments and cemetery pages) |                          |