

TACOLNESTON PARISH COUNCIL

Freedom of Information Publication Scheme

Approved and adopted: November 2024

Date of next review: November 2025

Information available from Tacolneston 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 7.

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 Displayed on noticeboards 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 Displayed on noticeboards 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	From the Council's website Displayed on noticeboards Clerk's contact details are on Page 5. 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	There is no Council Office. Meetings at the Village Hall, meetings open to public. Limited parking adjacent to the Hall	
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 Return	As above	
Reasons for Variations	As above	
Payments over £100	As above	
Finalised budget	As above	
Precept	From the Council's website or as a hard copy from the Clerk	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
Grants given and received	From the Council's website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract	Hard copy from the Clerk	
Councillors' allowances and expenses	As above	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 6 for hard copies of documents in Class 3
Action Plan/s [if any]	From the Council's website or as a hard copy from the Clerk	
Chairman's Annual Report to Parish Meeting (if any)	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption (if any)	From the Council's website or as a hard copy from the Clerk	

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	From the Council's website or as a hard copy from the Clerk Parish noticeboard/s	
Agendas of meetings	From the Council's website or as a hard copy from the Clerk	
Minutes of meetings – 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	From the Council's website or as a hard copy from the Clerk	
Responses to planning applications	See Minutes on the Council's website or the South Norfolk Planning website	
Responses to any consultation papers	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	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 5

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	Apply to Clerk	
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
A summary of services for which the Council is entitled to recover a fee, together with those fees	See page 6 below	

Contact details of the Clerk:

Email: tacolneston-pc-clerk@outlook.com

Telephone: 07563 044849

Schedule of charges

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