

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

Scoulton Parish Council

Authority: Scoulton Parish Council,
Tomoli House, Norwich Road, Barnham Broom, Norwich. NR9 4BU
01603 759215

Responsible Officer Heidi Frary, Parish Clerk

Maintaining Officer Heidi Frary, Parish Clerk

Note: Under Data Protection Legislation, the Council is required to review regularly the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.

| Information | Method of Publication |
|--|---|
| Council practice and procedures | |
| Council Minutes | Village Notice Boards Village web site Available on request |
| Acceptance of Office | Available on request |
| Procedures & Processes | Available on request |
| Register of Councillors' Interests | Inspection by appointment at Breckland Council |
| Financial | |
| The Annual Precept Figure | Breckland Council Website |
| Annual Budgets in Summary Form | Distributed at Parish Council meeting Available on request |
| Expenditure against Budget in Summary Form | Distributed at Parish Council meeting Available on request |
| Payments made to suppliers | Distributed at Parish Council meeting Available on request |
| Contracts established with suppliers | Available on request |
| Annual Accounts and supporting | Distributed at Parish Council meeting |

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|---|---|
| information | Available on request |
| Financial Regulations | Available on request |
| Risk Assessment | Available on request |
| Planning | |
| Summary lists of planning applications | Breckland Council Website – search for Scoulton |
| Individual planning applications & responses | Breckland Council Website – search for Scoulton |
| Health and Safety | |
| Risk Assessments | Available on request |
| Archive Material | |
| Bye-laws | Held at County Archive |
| Minute Books | |
| Burial/cremation registers | |
| Leases and Deeds | |
| Historic maps, photographs etc. | |
| Employment | |
| Terms and conditions of employment | Available on request |
| Job descriptions | |
| Exempt Material | |
| Personal information relating to Councillors (other than required to be declared in Register of Interest) | No publication for items in this category |
| | Note: Data Protection Legislation prohibits the |

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| Information | Method of Publication |
|--|---|
| Employee Personal information Tenders and bids from contractors and suppliers | publication of certain categories of information. |

Charging Policy

Generally responding to FOIA requests will not incur a charge. However, occasionally additional research may be required by a staff/member of the Council to identify the information / documentation requested. In such cases the total time will be estimated and the enquiror informed of this and the charge(s) to be levied (at the rate indicated below). Only when the enquiror accepts the charge(s) will the request be responded to.

Charges

| | |
|--------------------|------------------------------|
| Charge per request | Free |
| Access to Website | Free |
| Hardcopy | 5p per A4 sheet |
| Research time | Hourly rate for Parish Clerk |