

## Information available from Taverham Parish Council

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>	Displayed on Council noticeboards at Victoria Rd; Kingswood Ave; Hinks Meadow; Fakenham Rd shopping area; Fakenham Rd near Cypress Close; Taverham Rd near Shakespeare Way.	FREE
Who's who on the Council and its Committees	On all above noticeboards	FREE
Contact details for Parish Clerk and Council members	On all above noticeboards	FREE
Location of main Council office and accessibility details	On all above noticeboards & in Taverham Newsletter	FREE
Staffing structure	Available on request	FREE
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Details of all the information listed are available to read at the Parish Council office, or copies can be supplied on request to the Clerk in writing or by telephone.	FREE
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance reviews, audits,		

inspections)		
Parish Plan	The Parish Plan was distributed to all householders in 2008. Copies are available from the Council office on request	FREE
Annual Report to Parish or Community Meeting	Copies on request	FREE
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Meeting dates for current year on all noticeboards	
Agendas of meetings	On all noticeboards at least 5 days in advance	
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Available on request to Council office – 01603 260538 – once confirmed	FREE
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available as above	FREE
Responses to consultation papers	Available as above	FREE
Responses to planning applications	Available as above	FREE
Bye-laws	Available on request to Council office	FREE
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Some policies are displayed on noticeboards; others available on request to Council office	
Policies and procedures for the conduct of council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in</li> </ul>	Available on request	FREE

respect of officers <ul style="list-style-type: none"> <li>• Code of Conduct</li> </ul>		
Policies and procedures for the provision of services and about the employment of staff:  <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Information security policy</li> <li>• Records management policies (records retention, destruction and archive)</li> <li>• Data protection policies</li> </ul>	All policies available on request	
Schedule of charges	Not Applicable	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	Available by inspection	
Assets Register	Available on request	
Disclosure log	Not held	
Register of members' interests	Available on request	
Register of gifts and hospitality	Available on request	

<b>Class 7 – The services we offer</b> Current information only		
Allotments	Available on request	FREE
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Available on request	FREE
Parks, playing fields and recreational facilities	Available on request	FREE
Seating, litter bins, bus shelters and lighting	Available on request	FREE
“PATCH” Community Help Scheme	Available on request & details on all noticeboards	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Available on request	FREE
A summary of services for which the council is entitled to recover a fee, together with those fees	The Council may charge a small fee for copying in excess of 10 pages	