

# Great and Little Plumstead

P a r i s h C o u n c i l

## Publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)
Who's who on the Council and its committees	See Parish Councillor section of the website and newsletter
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, PC noticeboards or hard copy from the Clerk
Location of main Council office and accessibility details	Location details available on PC noticeboards and website
Staffing structure	Only one member of staff (Clerk)
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	(hard copy and/or website)  Website or hard copy from the Clerk
Annual return form and report by auditor	Website or hard copy from the Clerk
Finalised budget	Website or hard copy from the Clerk
Precept Information	in January minutes each year (web site) or hard copy from the Clerk
Borrowing Approval	N/A
Financial Standing Orders and Regulations	Website or hard copy/email from the Clerk
Grants given and received	Website in minutes or hard copy from the Clerk
List of current contracts awarded and value of contract	Hard copy from the Clerk/details in minutes (website)
Members' allowances and expenses	Hard copy from the Clerk
Class 3 – What our priorities are and how we are doing	(hard copy or website)

(Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or hard copy from the Clerk
Great and Little Plumstead Neighbourhood Plan	Website or 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	Website or hard copy
Timetable of meetings (Council, any committee/subcommittee meetings and parish meetings)	Website, PC noticeboards or hard copy from the Clerk
Clerk Minutes of meetings (as above)	Website, PC noticeboards or hard copy from the Clerk
Reports presented to council meetings - This will exclude information that is properly regarded as private to the meeting	Website, hard copy from the Clerk
Responses to consultation papers	In minutes available from the website or hard copy from the Clerk
Responses to planning applications	In minutes available from the website, available to read on Broadland District Council's website or hard copy from the Clerk
Bye-laws	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website or hard copy from the Clerk
Policies and procedures for the conduct of Council business:  Procedural standing orders Committee and sub-committee terms of reference	Website or hard copy from the Clerk

Delegated authority in respect of officers Code of Conduct Policy statements	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures	Website or hard copy from the Clerk
Records management policies (records retention, destruction and archive)	Covered in Data Protection Policy
Data protection policies – in accordance with General Data Protection Regulation	Website
Schedule of charges (for the publication of information)	See below
Class 6 – Lists and Registers Currently maintained lists and registers only	Website or hard copy; some information may only be available by inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A
Asset Register	From the Clerk for inspection only
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A
Register of members' interests	Link on Parish Council's website to Broadland District Council's website or hard copy from the Clerk
Register of gifts and hospitality	Hard copy from the Clerk
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Hard copy or website.  Some information may only be available by inspection

Allotments	By inspection only. No personal details available.
Burial grounds and closed churchyards	N/A
Community centres and village halls Parks, playing fields and recreational facilities	Hard copy from the Clerk
Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk
Bus shelters	Hard copy from the Clerk
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, e.g. burial fees	Website or hard copy from the Clerk

#### Contact details

Tess Scott (Clerk to the Parish Council) 33 Lakeland Close, Little Plumstead, NR13 5FF

#### Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of charge	Description	Basis of charge	
Disbursement cost			
	Photocopying @ 5p per sheet (black & white)	Actual cost*	
	Photocopying @ 25p per sheet (colour)	Actual cost*	
	Postage	Actual cost of Royal Mail standard 2nd class	

\* the actual cost incurred by the Parish Council

Document approved by the Parish Council on 9<sup>th</sup> March 2026

Next review due: March 2027