



Information available from Scarning Parish Council under the Model Publication Scheme

The Parish Council endeavours to make as much information available to parishioners free of charge. All items marked hard copy are available at a cost of 15p per sheet (black & white) and 20p per sheet (colour), plus postage if required, though this charge will only be levied when the total cost of producing the information exceeds £2.50. The applicant will be made aware of the cost prior to information being produced, and payment is to be received in advance. Website items and electronic copies are free of charge.

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)

The Council has one employee, the Parish Clerk. Meetings are by appointment and during office hours, Monday to Wednesday).

All correspondence should be addressed to the Parish Clerk at:-

Oakleigh House
Shipdham Lane
Scarning
NR19 2LB.
01362 687492
scarningclerk@btinternet.com

The members of Scarning Parish Council are:-

Fiona Bradford (Chair)

Tim Abel

Melanie Blackburn

Steve Bunn

Charles Hewson

Michael Steward

The Council usually meets on the third Monday of every month (excluding August). Meetings are usually in Scarning Village Hall from 7pm. A list of the Council's meetings can be found on the Council's website, or by applying to the Parish 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)

Annual Return form and report by auditor (Hard copy)

Finalised budget (Hard copy or electronic copy. Also available on Parish Council website).

Parish Council minutes (Hard copy or electronic copy. Also available on the Parish Council website)

Precept

Financial Standing Orders and Regulations (Hard copy or electronic copy. Also available on the Parish Council website).

Grants made (Minutes of Council meetings on Parish Council website, or by request to the Clerk. Hard copy or electronic copy)

List of current contracts awarded and value of contract (Hard copy. On request to the Clerk).

Members allowances and expenses where applicable (Hard copy, minutes, or by request to the Clerk).

Class 3 What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Annual Report to the Parish Meeting (Minutes on website, hard copy or electronic copy).

**Class 4 How we make decisions
(Decision making processes and records of decisions)**

The Minutes of Council meetings are available on the Parish Council website, or by contacting the Clerk (Hard copy or electronic copy)

Timetable of meetings (Available on the Parish Council website, or by contacting the Clerk (Hard copy or electronic copy).

Agendas of meetings (Available on the Parish Council website, or by contacting the Clerk (Hard copy or electronic copy).

Minutes of meetings (as above) NB this excludes information that is properly regarded as private to the meeting.

Reports presented to Council meetings - nb this excludes information that is properly regarded as private to the meeting (Hard copy, Parish Council website or electronic copy).

Responses to consultation papers Minutes

Responses to planning applications Minutes/Breckland Council website

**Class 5 Our policies and procedures
(Current written protocols, policies and procedures for delivering our services and responsibilities)**

The Council's Policies and Procedures are available on the Parish Council website or by request to the Clerk (hard copy or electronic copy).

Anti Bullying and Harassment policy

Code of Conduct

Complaints procedure

Co option policy

Data Protection policy

Disciplinary and Grievance procedure

Equality policy

Financial Regulations

Grants policy

Health and Safety policy (including Lone Working policy)
Openness and Transparency policy
Press and Media policy
Safeguarding policy
Social media policy
Standing Orders
Training and Development policy
Tree Management policy
Whistleblowing policy
Policies and procedures for handling requests for information
Information security policy Important documents held securely
Records management policies (records retention, destruction and archive) Minutes kept indefinitely (Some filed in Norfolk Record Office).
Finance details 5 years
Only important documents kept longer than 3 months
Schedule of charges (for the publication of information)

Class 6 Lists and Registers

Currently maintained lists and registers only
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)

Asset Register (Available from the Clerk. Hard copy or electronic copy).
Register of member's interests Apply to the Clerk (hard copy only) or see Breckland Council website following the link on the village website

Class 7 The services we offer

(Information about services)

Hard copy. Some information may only be available by inspection

Allotments: Contact Tim Abel - Scarning United Charities.

Burial grounds and churchyard: Contact Sue Rockley 01362 694886.

Bus shelters (Dereham Road near Blackhorse Close, outside the Village Hall, and two shelters at Dereham Road near Chestnut Road): Contact the Clerk.

Land at the following: the former Broadway Allotment site, former Highway Surveyors land at Chapel Lane and at Daffy Green: Contact the Clerk.

Recreational facilities/children's play area, Scarning Water Meadows (off Blackthorn Drive and off Ted Ellis Walk). Contact the Parish Clerk.
Seating, litter, dog and grit bins. Contact the Clerk.

Shipdham Lane Playing Field and recreational facilities: Contact Charles Hewson (Chair of Scarning Playing Field Committee) re maintenance or other enquiries or the Clerk regarding land ownership or the two oak trees next to the tennis courts.

Street Lighting. Sixteen street lights maintained by the Parish Council (none at Draytonhall Lane estate). Contact the Clerk.

Village Hall Contact Bookings Clerk 01362 687492.

Reviewed and updated: February 2024

Next review: February 2025.