

## **Information available from Carbrooke Parish Council under the Model Publication Scheme**

All items marked hard copy are available at a cost of 10p per sheet, plus postage. Website items ([carbrookeonline.co.uk](http://carbrookeonline.co.uk)) 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.

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

Mr N Hartley  
Oakleigh House  
Shipdham Lane  
Scarning  
NR19 2LB.  
01362 687492  
[carbrookeparishclerk@gmail.com](mailto:carbrookeparishclerk@gmail.com)

Meetings by appointment.

The members of Carbrooke Parish Council are:-

Tony Coppen (Chair)  
Mike Wormall (Vice Chair)  
Jo Borrett  
Veronica Colley  
Jim Lorne  
Graham Redfern  
Phil Sampher  
Jo Tinson

The Council usually meets on the second Tuesday of every month (excluding August). Meetings are usually in Carbrooke 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 (On request to the Clerk).

Members allowances and expenses (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 (as above and village noticeboards).

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

Bye-laws                      None

### **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).

Code of Conduct

Complaints Procedure

Data Protection Policy and General Data Protection Regulations

Disciplinary and Grievance Procedure

Equality Policy

Health and Safety Policy (including Lone Working Policy)

Information Audit

Openness and Transparency Policy

Press and Media Policy

Training and Development Policy

Policies and procedures for handling requests for information  
Minutes kept indefinitely (Some filed in Norfolk Record Office). Finance details kept in accordance with appropriate regulations  
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 on Parish Council website or from the clerk. Hard copy or electronic copy).  
Register of member's interests Apply to 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 None  
Burial grounds and churchyard. Contact Reverend Atkins 01760 441191  
Bus shelters (Broadmoor Road and two at Norwich Road near Washington Drive ) Contact Parish Clerk  
Community Cabin, Blenheim Grange. Contact the Parish Clerk  
Village Hall Contact Carbrooke Village Hall Bookings Clerk  
Playing field and recreational facilities (Contact the Trustees of the Millennium Green)  
Recreational facilities/children's play area, Blenheim Grange. Contact Parish Clerk  
Seating, litter and dog bins. Contact Parish Clerk  
Street Lighting. One light only maintained by Parish Council (Trenchard Crescent). Contact Parish Clerk.

## **SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white) 15p per sheet (colour)	Actual cost based on computer printing
Postage	Cost of Royal Mail standard 2nd class, or 1st class if requested	

Statutory Fee	In accordance with the relevant legislation
---------------	---

March 2020.