

## Information available from Roughton Parish Council under the model publication scheme

| Information to be published                                                                                                                                                                                                               | How the information can be obtained | Cost                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------|
| <b>Class1 - Who we are and what we do</b><br>Roughton Parish Council, Raynham House, 10 New Road<br>North Walsham, NR28 9DF<br><br>01692 402998<br>email – Clerk.Roughton@gmail.com                                                       | (hard copy and/or website)          |                       |
| Who's who on the Council and its Committees                                                                                                                                                                                               | On the website or from the Clerk    | Free or 35p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))                                                                                                    | On the website or from the Clerk    | Free or 35p per sheet |
| Location of main Council office and accessibility details                                                                                                                                                                                 | As above by telephone               |                       |
| Staffing structure                                                                                                                                                                                                                        | Clerk only employee                 |                       |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year as a minimum | (hard copy and/or website)          |                       |

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| Annual return form and report by auditor                                                                                                         | Hard copy/or website   | £3.00                 |
| Finalised budget                                                                                                                                 | Hard copy/or website   | £3.00                 |
| Precept                                                                                                                                          | Hard copy/or website   | £3.00                 |
| Borrowing Approval letter                                                                                                                        | Hard copy/or website   | £3.00                 |
| Financial Standing Orders and Regulations                                                                                                        | Hard copy/or website   | £3.00                 |
| Grants given and received                                                                                                                        | Hard copy              | £3.00                 |
| List of current contracts awarded and value of contract                                                                                          | Hard copy              | £3.00                 |
| Members' allowances and expenses                                                                                                                 | Hard copy              | £3.00                 |
|                                                                                                                                                  |                        |                       |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) |                       |
| Parish Plan (current and previous year as a minimum)                                                                                             | Hard copy              | £3.00                 |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)                                                            | Hard copy              | £3.00                 |
|                                                                                                                                                  |                        |                       |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)                                                   | (hard copy or website) |                       |
| Current and previous council year as a minimum                                                                                                   |                        |                       |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)                                                        | Website<br>Hardcopy    | Free<br>35p per sheet |
| Agendas of meetings (as above)                                                                                                                   | Website<br>Hardcopy    | Free<br>35p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                           | Website<br>Hardcopy    | Free<br>35p per sheet |

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| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.                                                                                                          | Hard copy                                                                                       | 35p per sheet          |
| Responses to consultation papers                                                                                                                                                                                                       | Hard copy                                                                                       | 35p per sheet          |
| Responses to planning applications                                                                                                                                                                                                     | Hard copy                                                                                       | 35p per sheet          |
| Bye-laws                                                                                                                                                                                                                               | Hard copy                                                                                       | 35p per sheet          |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only                                                  | (hard copy or website)                                                                          |                        |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements | Hard copy<br>Hard copy<br>Hard copy<br>Hard copy<br>Hard copy                                   | 35p per sheet per copy |
|                                                                                                                                                                                                                                        |                                                                                                 |                        |
| Records management policies (records retention, destruction and archive)                                                                                                                                                               | Hardcopy                                                                                        | £3.00 per item         |
| Data protection policies                                                                                                                                                                                                               | Hardcopy                                                                                        | £3.00 per item         |
| Schedule of charges )for the publication of information)                                                                                                                                                                               | Hardcopy                                                                                        | £3.00 per item         |
|                                                                                                                                                                                                                                        |                                                                                                 |                        |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only                                                                                                                                              | (hard copy or website;<br>some information may<br>only be available by<br>inspection at office) |                        |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------|
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)                                                       | As above                                                                     | Inspection at office       |
| Assets Register                                                                                                                                                                                          | As above                                                                     | Inspection at office       |
| 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)                                         | As above                                                                     | Inspection at office       |
| Register of members' interests                                                                                                                                                                           | As above                                                                     | Inspection at NNDC/website |
| Register of gifts and hospitality                                                                                                                                                                        | As above                                                                     | Inspection at NNDC/website |
|                                                                                                                                                                                                          |                                                                              |                            |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection) |                            |
| Allotments                                                                                                                                                                                               | Not applicable                                                               |                            |
| Burial grounds and closed churchyards                                                                                                                                                                    | Not applicable                                                               |                            |
| Community centres and village halls                                                                                                                                                                      | Not applicable                                                               |                            |
| Parks, playing fields and recreational facilities                                                                                                                                                        | Request from Clerk                                                           |                            |
| Seating, litter bins, clocks, memorials and lighting                                                                                                                                                     | Request from Clerk                                                           |                            |
| Bus shelters                                                                                                                                                                                             | Request from Clerk                                                           |                            |
| Markets                                                                                                                                                                                                  | Not applicable                                                               |                            |
| Public conveniences                                                                                                                                                                                      | Not applicable                                                               |                            |
| Agency agreements                                                                                                                                                                                        | Not applicable                                                               |                            |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)                                                                                    | Request from Clerk                                                           |                            |
|                                                                                                                                                                                                          |                                                                              |                            |
| <b>Additional Information</b>                                                                                                                                                                            | Contact the Clerk                                                            |                            |

**Contact details: Elaine Pugh Clerk to Council, Raynham House, 10 New Road, North Walsham, Norfolk NR28 9DF – Telephone 01692 402998 – email: [Clerk.Roughton@gmail.com](mailto:Clerk.Roughton@gmail.com)**

## 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                                                      |
|--------------------------|-------------------------------------------------|----------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ 35p per A4 sheet (black & white) | Other documents £3.00 to include any additional costs by the Council |
|                          | Photocopying colour @ £1.00p per sheet          | Actual cost £1.00                                                    |
|                          |                                                 |                                                                      |
|                          | Postage                                         | Actual cost of Royal Mail standard 2 <sup>nd</sup> class             |
|                          |                                                 |                                                                      |
| <b>Statutory Fee</b>     |                                                 | In accordance with the relevant legislation                          |
|                          |                                                 |                                                                      |
| <b>Other</b>             |                                                 |                                                                      |
|                          |                                                 |                                                                      |

\* the actual cost incurred by the public authority

**ADOPTED and changed on November 2025**