

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

Shipdham Parish Council

Authority: Shipdham Parish Council, c/o 10 The Green, Ashill IP25 7AT

Responsible Officer June Smith, Parish Clerk

Maintaining Officer June Smith, Parish Clerk

Note: Under Data Protection Legislation, the Council is required to review regularly the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.

Information	Method of Publication
Council practice and procedures	
Council Agendas and Minutes	Village Notice Boards Village web site Available on request
Audio recordings of meeting	Available on request by dropbox link. Note recordings held only for 3 months and not available as a downloadable file.
Acceptance of Office	Available on request.
Procedures & Processes	Available on request / Village website
Register of Councillors' Interests	Inspection by appointment at Breckland Council
Financial	

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The Annual Precept Figure	Breckland Council Website
Annual Budgets in Summary Form	Distributed at Parish Council meeting Available on request
Expenditure against Budget in Summary Form	Distributed at Parish Council meeting Available on request
Payments made to suppliers	Distributed at Parish Council meeting Available on request
Contracts established with suppliers	Available on request
Annual Accounts and supporting information	Distributed at Parish Council meeting Available on request

Information	Method of Publication
Financial Regulations	Available on request
Risk Assessment	Available on request
Planning	
Summary lists of planning applications	Breckland Council Website Shipdham
Individual planning applications & responses	Breckland Council Website
Health and Safety	
Risk Assessments	Available on request
Archive Material	

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By-laws Minute Books Burial/cremation registers Leases and Deeds Historic maps, photographs etc.	Available on request. Archive Office 1877-1989 Mr & Mrs Brown hold some historical information, inspection possible by appointment through the Clerk
Employment	
Terms and conditions of employment Job descriptions	Available on request
Exempt Material	
Personal information relating to Councillors (other than required to be declared in Register of Interest)	No publication for items in this category Note: Data Protection Legislation prohibits the publication of certain categories of information.
Employee Personal information Tenders and bids from contractors and suppliers	

Charging Policy

Generally responding to FOIA requests will not incur a charge. However, occasionally additional research may be required by a staff/member of the Council to identify the information / documentation requested. In such cases the total time will be estimated and the enquirer informed of this and the charge(s) to be levied (at the rate indicated below). Only when the enquirer accepts the charge(s) will the request be responded to.

Charges

Charge per request	Free
Access to Website	Free
Hardcopy	5p per A4 sheet
Research time	Hourly rate for Parish Clerk