**Ingworth Parish Council FOI policy and information available under the**

**model publication scheme**

Information to be published How the information

 can be obtained

**Class 1 – Who we are and what we do**

Chairman of the Council hard copy from Clerk or website

Contact details of Parish Council members hard copy from Clerk or website

**Class 2 – What we spend and how we spend it**

Precept Information in December or January minutes each year – on website

 or hard copy from Clerk

Annual Return form and/or auditor’s report on website or hard copy from Clerk

**Class 3 – How we make decisions**

Agendas of meetings on website or hard copy from Clerk. Also displayed on noticeboards

Minutes of meetings (this will exclude information that is on website or hard copy from Clerk. Also displayed on noticeboards

properly regarded as private to the meeting)

**Class 4 – Our policies and procedures**

Policies and procedures for the conduct of business by the hard copy from Clerk

Parish Council:

Standing orders

Risk management

Disciplinary policy

Financial Regulations

Equalities Policy

Expenses policy

Code of Conduct

Grievance policy

Lone workers policy

Complaints policy

Schedule of charges see below

**Class 5 – Lists and Registers**

Any publicly available register or list n/a

Asset register from clerk for inspection only

**Class 6 – The services we offer**

Play equipment hard copy from clerk

**Contact:-**

Kirsty Cotgrove (Clerk to the Parish Council)

7 Adams Lane, Corpusty, Norwich, NR11 6QJ

**Schedule of charges**

TYPE OF CHARGE DESCRIPTION BASIS OF CHARGE

Disbursement charge photocopying@ 10p per sheet (b&w) actual cost

 Photocopying @15p per sheet (colour) actual cost

 Postage actual cost of Royal mail 2nd class

Other In answering FOI requests the Council is allowed to charge disbursement costs such as printing, photocopying and postage. If the costs involved in locating and or compiling the information are substantial, the Council can refuse the request on grounds of cost, or charge the applicant a fee of £8.61 per hour and disbursements. The FOI Act permits the Parish Council to refuse a request if we estimate it will cost us in excess of the appropriate cost limit (currently £450) to fulfil.

**This policy was adopted and approved by the Parish Council in the meeting on 19th May 2016**