

GUIST PARISH COUNCIL

Freedom of Information

Information available for Guist Parish Council under the Model Publication Scheme

Information to be published	How can the information be obtained	Cost
1 – Who we are and what we do		
Who's who on the Council and committees	Available on the Guist Parish Council website, www.guistparishcouncil.gov.uk to view in person, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Contact details for Clerk and Council members	Published on the noticeboard and on the Guist Parish Council website www.guistparishcouncil.gov.uk . On the Breckland District Council website. Copies available from the Clerk by email or post.	15p per A4 sheet plus postage for hard copies
Staffing Structure – the Council directly employs one part time member of staff: • Clerk to the Council		
2 – What we spend and how we spend it		
Annual return form and report by the auditor	Available on the Guist Parish Council website www.guistparishcouncil.gov.uk . Available to view in person, by email or post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Finalised budget	Available in Minutes of Meetings. Available to view in person by arrangement with the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Precept	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies
Financial Standing Orders and Regulations	Available on the Guist Parish Council website www.guistparishcouncil.gov.uk . Available to view in person, by email or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Grants given and received	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies
List of current contracts and the value of each contract	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for

		hard copies
Members allowances and expenses	Available in Minutes of Meetings as above.	15p per A4 sheet plus postage for hard copies
3 – Our priorities and how we are doing		
Report to Annual Parish Meeting	Where recorded, available to view in person by arrangement with the Clerk and from the Guist Parish Council website www.guistparishcouncil.gov.uk	15p per A4 sheet plus postage for hard copies
4 – How we make our decisions		
Timetable of meetings (Council, any committee meetings)	In annual meeting minutes, on monthly agendas, by email from the Clerk to the Council and on the Guist Parish Council website www.guistparishcouncil.gov.uk	15p per A4 sheet plus postage for hard copies
Agendas of upcoming meeting(s)	Council notice board and available on the Guist Parish Council website www.guistparishcouncil.gov.uk . Available to view in person, by email or by post. Contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Council notice board, by email from the Clerk to the Council and on the Guist Parish Council Website www.guistparishcouncil.gov.uk	15p per A4 sheet plus postage for hard copies
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Available to view in person by arrangement with the Clerk, email or post. Contact the Clerk to the Council for further details.	15p per A4 sheet plus postage for hard copies
Responses to consultation papers	Summary within Minutes of Meetings and by email from the Clerk to the Council and on the GuistParish Council website www.guistparishcouncil.gov.uk	15p per A4 sheet plus postage for hard copies
Planning Applications and Parish Council responses	Summary within Minutes of Meetings and by email from the Clerk to the Council and on the Guist Parish Council website www.guistparishcouncil.gov.uk . Full details held by Breckland District Council are available to view at their offices at Elizabeth House, Walpole Loke, Dereham, NR19 1EE	

5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Policy statements	Available on the Guist Parish Council website www.guistparishcouncil.gov.uk . To view in person, by email, or by post, contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Code of Conduct	Available on the Guist Parish Council website www.guistparishcouncil.gov.uk and on the Breckland District Council website. To view in person, by email or by post, contact the Clerk to the Council.	
Policies and procedures for the provision of services. Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Freedom of Information Policy Media Policy Health and safety policy	Available on the Guist Parish Council website www.guistparishcouncil.gov.uk . To view in person, by email, or by post, contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Policies and procedures for the employment of staff	Available on the Guist Parish Council website www.guistparishcouncil.gov.uk . To view in person, by email, or by post, contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Records management policy (covering records retention, destruction and archive)	Available on the Guist Parish Council website www.guistparishcouncil.gov.uk , to view in person, by email or by post, contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies
Data protection policy	Available on the Guist Parish Council Website: www.guistparishcouncil.gov.uk . To view in person, by email, or by post, contact the Clerk to the Council.	15p per A4 sheet plus postage for hard copies

Schedule of charges (for the publication of information)	As documented in this scheme and at the cost of any other disbursements, translations, etc.	
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6 – Lists and Registers Information on the services we offer, including leaflets, guidance, newsletters for the public, and businesses - Current information only		
Assets Register (under consideration)	Contact the clerk to the Council	15p per A4 sheet plus postage for hard copies
Risk Register	Contact the clerk to the Council	
7 – The services we offer Information on the services we offer, including leaflets, guidance, newsletters for the public and businesses - Current information only		
Management of property	Contact the clerk to the Council	
Management of allotments	Contact the clerk to the Council	
Management of land rental	Contact clerk to the council	
Maintenance of the defibrillator	Contact the clerk to the Council	

Clerk to the Council contact details:

Nea Horsford

Email: clerk@guistparishcouncil.gov.uk

Tel: 07737 188596