



Starston Parish Council

Parish Clerk: Libby Alexander, 6 Selwyn Gardens, Pulham Market, IP21 4TR
 Tel: 07943 279946; Email: starstonparishcouncil@yahoo.co.uk

Information Available from Starston Parish Council under the Model Publication Scheme Policy

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard copy and website	*
Who's who on the Council	Pigeon Post, Hard copy and website	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Pigeon Post, Hard copy and website	N/A
Location of main Council office (Clerk's Home Address) and accessibility details	Pigeon Post, Hard copy and website,	N/A
Staffing structure	N/A	N/A
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy / website	*
Annual return form and report by auditor	Hard copy/Website	
Finalised budget	Hard copy/Website	
Precept	Hard copy/Website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy/Website	
Grants given and received	Hard copy/Website	
List of current contracts awarded and value of contract	Hard copy/Website	
Members' allowances and expenses	N/A	



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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or website	*
Parish Plan (current and previous year as a minimum)	Hard copy and website	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy and website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy and website Noticeboard.	*
Current and previous Council year as a minimum	Hard copy and website, Noticeboard.	
Timetable of meetings (Council meetings and Parish meetings)	Hard copy and website, Noticeboard.	
Agendas of meetings (as above)	Hard copy and website, Noticeboard.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website,	
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website,	
Responses to consultation papers	Hard copy and website	
Responses to planning applications	Hard copy and website	
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy and website	*



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<p>Policies and procedures for the conduct of Council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard copy and website	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy and website	
Information security policy	Hard copy and website	
Records management policies (records retention, destruction and archive)	Hard copy and website	
Data protection policies	Hard copy and website	
Schedule of charges for the publication of information	Hard copy and website	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only. Please note the Emergency Plan data base and the Parish Clerk’s contact database of residents are not publicly available, in line with consent given under GDPR. The detailed Electoral Roll is also held by the Parish Clerk and is not publicly available.</p>	Hard copy or website	*
Assets Register		



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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)		
Register of members' interests		
Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy or website; some information may only be available by inspection	*
Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls (nb Jubilee Hall owned and managed by Trustees)	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	n/a	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
* COSTS:		
£5.00 for the first 5 pages then		
+ £0.20p per page over 5 pages. (see below)		

Contact details: Mrs Libby Alexander – Parish Clerk
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6 Selwyn Gardens
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Diss
Norfolk
IP21 4TR



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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
Disbursement cost	£5.00 for the first 5 pages + photocopying @ 20p per sheet over 5 pages (black & white)	Actual cost *
	£5.00 for the first 5 pages + Photocopying @ 20p per sheet over 5 pages (colour)	Actual cost
	Postage included in above	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

This Information Available from Starston Parish Council under the Model Publication Scheme was approved at a meeting of Starston Parish Council

On 19th May 2025

Signed

Position on the Council – Chair

Date of next review – May 2026