

BURNHAM THORPE PARISH COUNCIL

Freedom of Information Model Publication Scheme

Approved and adopted by Burnham Thorpe Parish Council

Date of next review: June 2025

Information available from Burnham Thorpe Parish Council under their publication scheme

Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	From the Council's website Displayed on noticeboards As a hard copy from the Clerk, or electronically attached to an email from the Clerk	See costs on Page 7 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From the Council's website As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk	as above
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	From the Council's website Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk	as above
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Nelson Memorial Hall, meetings open to public. Parking at the Hall	
Staffing structure	Clerk is sole employee	

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) Current and previous financial year as a minimum	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5)	Council's website	
Reasons for Variations = / - 15%	Council's website	
Payments over £100 if a council with turnover £25,000 or under	Council's website	
Finalised budget	Council's website	
Precept	Council's website or as a hard copy from the Clerk	
Borrowing Approval letter	N/A	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
Grants given and received	From the Council's website or as a hard copy from the Clerk	
Grant Award Policy	From the Council's website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract	Hard copy from the Clerk	
Street Lights Maintenance		
Councillors' allowances and expenses	Hard copy from the Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 7 for hard copies of documents in Class 3
Action Plan/s	From the Council's website or as a hard copy from the Clerk	
Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Not applicable	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Minutes and Agendas are on the website	See costs on Page 7 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk Parish noticeboard/s	
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk Parish Noticeboard	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk Parish noticeboard	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	Website for transparency or hard copy from Clerk	
Responses to planning applications	See Minutes From the Council's website Borough Council portal Hard Copy from Clerk	
Responses to consultation papers		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only	See website Hard copies from Clerk	See costs on Page 7 for hard copies of documents in Class 5
Policies – Planning Policy (how the Council deals with planning applications at parish council level), Code of Conduct, Risk Management Policy	From the Council's website or as a hard copy from the Clerk	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Lone Workers Policy Training and Development Policy	From the Council's website or as a hard copy from the Clerk	

Policies and procedures for handling requests for information Freedom of Information Publication Scheme		
Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Council's website or as a hard copy from the Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only	Asset Register on website or from Clerk as Hard Copy	See costs on Page 7 for hard copies of documents in Class 6
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	From the Council's website or as a hard copy from the Clerk	
Register of members'/councillors' interests	Available from West Norfolk Borough Council website	
Register of gifts and hospitality	Apply to Clerk	
Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses Current information only	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 7
Allotments	Allotments are managed by Holkham Estate	
Other examples:		
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	The Parish Council maintain the playing field by grass cutting only, Millennium Piece is leased from Holkham Estate and maintained by the Parish Council -	

Seating, litter bins, clocks, memorials and lighting	Litter bins and dog bins available and emptied by Borough Council. Streetlighting x 7 contracted for maintenance. See Asset Register	
Shelter	Bus shelter on Walsingham Road	
Markets	No relevant information	
Public conveniences	No relevant information	
Agency agreements	Clerk for more information	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information		

Contact details of the Clerk

Mrs Sarah Raven, 5 Wells Road, Burnham Overy Town, King's Lynn, Norfolk, PE31 8HU Tel: 01328 738512 Email: clerkburnhamthorpe@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
Disbursement cost	Photocopying @ 50p per single-sided sheet (black & white)	Actual cost based on computer printing

	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price