

## Information Available from West Butterwick Parish Council Under the Scheme of Publication

<b>Name of Organisation</b>	<b>West Butterwick Parish Council</b>
<b>Date Policy Approved</b>	<b>May 2026</b>
<b>Date of Next Review</b>	<b>May 2027</b>

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(Website/Hard Copy)	See Costings
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	Website/Hard Copy	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p>	Website	

Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Website	
Staffing structure	Hard Copy	
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(Website/Hard Copy)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard Copy	
Finalised budget	Hard Copy	
Precept	Hard Copy	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Hard Copy	
Financial Standing Orders and Regulations	Website/Hard Copy	
Grants given and received	Hard Copy	
List of current contracts awarded and value of contract	Hard Copy	

Members' allowances and expenses	Hard Copy	
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(Website/Hard Copy))	
Annual governance statement in format included in the Annual Return form	Website/Hard Copy	
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Website	
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	(Website/Hard Copy)	

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Hard Copy	
Agendas of meetings (as above)	Website/Hard Copy	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website/Hard Copy	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Hard Copy	
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(Website/Hard Copy)	
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website/Hard Copy	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard Copy	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Hard Copy	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	Hard Copy	
<p>Assets register, including details of public land and building assets</p>	Website/Hard Copy	

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy	
Register of members' interests	Hard Copy	
Register of gifts and hospitality	Hard Copy	
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees.	Hard Copy	
<b>Additional Information</b>		

Information not itemised in the lists above		
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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred