

## Information available from Bawdeswell Parish Council under the model publication scheme

| Information to be published                                                                                                                                                                                                  | How the information can be obtained | Cost (print)      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only                                                                   | Hard copy – Clerk                   | 50p/sheet         |
| Who's who on the Council and its Committees                                                                                                                                                                                  | website<br>Hard Copy - Clerk        | Free<br>50p/sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))                                                                                       | website /<br>Hard copy – Clerk      | Free<br>50p/sheet |
| Location of main Council office and accessibility details                                                                                                                                                                    | Clerk works from home -<br>website  | Free<br>50p/sheet |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br><br>Current and previous financial year |                                     |                   |
| Annual return form and report by auditor                                                                                                                                                                                     | Hard copy / website                 | 50p/sheet         |
| Finalised budget                                                                                                                                                                                                             | Hard copy / Website                 | 50p/sheet         |

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| Precept                                                                                                                                          | Hard copy                                  | 50p/sheet         |
| Financial Standing Orders and Regulations                                                                                                        | Hard copy / Website                        | 50p/sheet<br>Free |
| Grants given and received                                                                                                                        | Hard copy / Website                        | 50p/sheet         |
| List of current contracts awarded and value of contract                                                                                          | Hard copy / Website                        | 50p/sheet         |
| Members' allowances and expenses as appropriate                                                                                                  | Hard copy / Website                        | 50p/sheet         |
|                                                                                                                                                  |                                            |                   |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |                                            |                   |
| Annual Report to Parish Meeting                                                                                                                  | Website<br>Hard copy - Clerk               | Free<br>50p/sheet |
|                                                                                                                                                  |                                            |                   |
| <b>Class 4 – How we make decisions</b>                                                                                                           |                                            |                   |
| Timetable of meetings (Council, any committee meetings and parish meetings)                                                                      | Noticeboard / Website                      | Free              |
| Agendas of meetings (as above)                                                                                                                   | Noticeboard / Website<br>Hard copy - Clerk | Free<br>50p/sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                           | Website<br>Hard copy                       | Free<br>50p/sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.                    | Hard copy / Website                        | 50p/sheet         |
| Responses to consultation papers                                                                                                                 | Hard copy / Website                        | 50p/sheet         |
| Responses to planning applications                                                                                                               | Hard copy / Website                        | 50p/sheet         |
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| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only                                                                                                                                                                                  |                      |                   |
| Policies and procedures for the conduct of council business:<br><br>Standing orders<br>Financial regulations, risk assessment, review effectiveness internal control & review effectiveness internal audit<br>Code of Conduct<br>Model Publication Scheme<br>Protocol for recording meetings<br>Asset Register Policy<br>Reserves Policy<br>Travel and Expenses Policy | Website<br>Hard copy | Free<br>50p/sheet |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Grievance & Disciplinary policies<br>Equal Opportunities policy<br>Health and safety policy & Safeguarding policy<br>Freedom of Information document<br>Complaints procedure                                                                                           | Website<br>Hard Copy | Free<br>50p/sheet |
| General Data Protection Regulations – Privacy Policy<br>Cookie Policy                                                                                                                                                                                                                                                                                                  | Website / Hard copy  | 50p/sheet         |

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| Website Accessibility policy                                                                                                                                  |                                                                              |           |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only                                                                     | (hard copy or Website. Some information may only be available by inspection) |           |
| Asset Register                                                                                                                                                | Hard copy / Website                                                          | 50p/sheet |
| Register of members' interests                                                                                                                                | Breckland District Council website                                           |           |
| Register of gifts and hospitality                                                                                                                             | Hard copy                                                                    | 50p/sheet |
|                                                                                                                                                               |                                                                              |           |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer)<br>Current information only                                               | (hard copy or website; some information may only be available by inspection) |           |
| Community Car Scheme                                                                                                                                          | Via co-ordinator                                                             |           |
| Recreation Ground / Play area – annual inspections                                                                                                            | Hard copy                                                                    |           |
|                                                                                                                                                               |                                                                              |           |
| A summary of services for which the council is entitled to recover a fee, together with those fees – The Council does not have a burial ground nor allotments |                                                                              |           |
|                                                                                                                                                               |                                                                              |           |
| <b>To view hard copies of any document please contact the Clerk to arrange an appointment stating in advance which documents you wish to inspect</b>          |                                                                              |           |
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**Contact details: Clerk to Bawdeswell Parish Council**  
**Parish Council Office**  
**White House**  
**Pettywell**  
**Reepham, Norfolk**  
**NR10 4RN**      **Tel: 01603 879480**    **Email: [clerk@bawdeswell.norfolkparishes.gov.uk](mailto:clerk@bawdeswell.norfolkparishes.gov.uk)**

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published as part of the guide.  
Where possible information may be emailed Free of charge

| TYPE OF CHARGE           | DESCRIPTION                                  | BASIS OF CHARGE                                          |
|--------------------------|----------------------------------------------|----------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ 50p per sheet (black & white) | Actual cost *                                            |
|                          | Photocopying @ £1.00 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              |

\* the actual cost incurred by the public authority

Policy last reviewed and approved by full council July 2025