

BURNHAM OVERY PARISH COUNCIL

Freedom of Information Model Publication Scheme

Approved and adopted by Burnham Overy Parish Council

Date revised: 17th April 2018

Date revised: 15th October 2019

Date revised: 11th January 2021

Information available from Burnham Overy Parish Council under their publication scheme

NOTE: Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7. The Clerk's contact details are also on Page 7.

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>From our Website www.burnhamoverypc.wixsite.com/bopc</p> <p>As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk-please contact the Clerk</p>	<p>See costs on Page 9 for hard copies of documents in Class 1</p>
<p>Who's who on the Council and its Committees</p>	<p>From our Website www.burnhamoverypc.wixsite.com/bopc</p> <p>As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk-please contact the Clerk</p>	<p>as above</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>From our Website www.burnhamoverypc.wixsite.com/bopc</p>	<p>as above</p>

	Clerk's contact details are on Page 7. Clerk and Council members' details hard copy, as an attachment to an email from the Clerk – please contact the Clerk	
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Limited parking on road. Also parking on playing field	
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)		See costs on Page 9 for hard copies of documents in Class 2
Current and previous financial year as a minimum	From our Website www.burnhamoverypc.wixsite.com/bopc or as a Hard Copy	
Annual Return (Pages 2, 3 and 5) y/e 31 st March 2019	As above	
Reasons for Variations	As above	
Payments over £100 in 2018/2019 2020/2021	As above	
Finalised budget	As above	
Precept	Hard copy from the Clerk	
Borrowing Approval letter	N/A	
Financial Standing Order Regulations and Standing Orders	From our Website www.burnhamoverypc.wixsite.com/bopc Hard copy or email. Please contact the Clerk	

Grants given and received	N/a	
Grant Award Policy	Website, Hard copy or email from Clerk	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Currently N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	From our Website www.burnhamoverypc.wixsite.com/bopc	See costs on Page 9 for hard copies of documents in Class 3
Audits Internal and External	Hard copy or email. Please contact the Clerk	
Action Plans: October 2018/2019 – 2020/2021	From our Website www.burnhamoverypc.wixsite.com/bopc Hard copy or email. Please contact the Clerk	
Chairman's Annual Report to Parish Meeting (current year only 2019) No report due to coronavirus for May 2020	From our Website www.burnhamoverypc.wixsite.com/bopc Hard copy or email. Please contact the Clerk	
Minute relating to General Power of Competence adoption Not enough Councillors to consider.	Currently N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		See costs on Page 9 for hard copies of documents in Class 4
Current and previous council year as a minimum		

<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Note - Meeting dates set for year 3rd Tuesday 2nd Monday every month except when extra meetings needed. No meeting August</p>	
<p>Agendas of meetings (as above)</p>	<p>From our Website www.burnhamoverypc.wixsite.com/bopc Noticeboards or hard copy. Please contact the Clerk</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>From our Website www.burnhamoverypc.wixsite.com/bopc Village noticeboard, or hard copy. Please contact the Clerk</p>	
<p>Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting.</p> <p>Includes Advisory Group Reports Finance Committee Agenda and Minutes</p>	<p>Currently n/a From our Website www.burnhamoverypc.wixsite.com/bopc Village noticeboard, or hard copy. Please contact the Clerk</p>	
<p>Responses to planning applications Where possible held at meetings. Planning applications dealt with outside a meeting dealt with under Planning Policy. An extra meeting will be called if comments/objections are raised.</p> <p>Responses to consultation papers Usually, an agenda item to be discussed.</p>	<p>See Minutes From our Website www.burnhamoverypc.wixsite.com/bopc Noticeboards, email or hard copy. Please contact the Clerk</p>	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only Standing orders Financial Regulations</p>	<p>From our website www.burnhamoverypc.wixsite.com/bopc Hard copy or email Please contact the Clerk</p>	<p>See costs on Page 9 for hard copies of documents in Class 5</p>
<p>Policies – Planning Policy (how we deal with planning applications at parish council level), Code of Conduct and Dispensation Policy, Risk Management Policy, General Data Protection, Playground inspection policy, Bee keeping policy, Co-option policy</p> <p>All policies located on the website.</p>	<p>From our Website www.burnhamoverypc.wixsite.com/bopc Hard copy or email. Please contact the Clerk</p>	<p>See costs on Page 9 for hard copies of documents in Class 5</p>
<p>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, Policies and procedures for handling requests for information: Freedom of Information Publication Scheme General Data Protection Policy</p>	<p>From our Website www.burnhamoverypc.wixsite.com/bopc Hard copy or email. Please contact the Clerk</p>	<p>See costs on Page 9 for hard copies of documents in Class 5</p>
<p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Complaints policy</p>	<p>From our Website www.burnhamoverypc.wixsite.com/bopc Hard copy or email. Please contact the Clerk</p>	<p>See costs on Page 9 for hard copies of documents in Class 5</p>
<p>Schedule of charges (for the publication of information)</p>	<p>See Page 7</p>	

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		<p>See costs on Page 9 for hard copies of documents in Class 6</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>N/A</p>	
<p>Assets Register</p>	<p>From our Website www.burnhamoverypc.wixsite.com/bopc Hard copy or email. Please contact the Clerk</p>	
<p>Register of members' interests</p>	<p>Available from BCKLWN website link from website : www.burnhamoverypc.wixsite.com/bopc</p>	
<p>Register of gifts and hospitality</p>	<p>Apply to Clerk (currently nil)</p>	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		<p>See costs on Page 9 for hard copies of documents in Class 7</p>
<p>Allotments</p> <p>Information surround the tenancy agreement: Plan of allotment plots</p>	<p>As a Hard Copy from Clerk</p>	

Village hall Trustees of the Village Hall. Hire of Village hall on website; All other documents for finances and minutes from the Secretary of the Village Hall Committee.	Website: www.burnhamoverypc.wix site.com/bopc	
Playing fields and recreational facilities Tenancy Agreement Inspections	Contact Clerk	
Seating, litter bins, dog waste bins, memorials and lighting	Asset Register	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) Allotments Boat Park, Gong Lane, Burnham Overy Staithe	Hard copy from Clerk Website: Finances www.burnhamoverypc.wix.com/bopc	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Signed.....

Contact details:

Parish Clerk:- Sarah Raven, 5 Wells Road, Burnham Overy Town, King's Lynn, Norfolk, PE31 8HU

Tel 01328 738512 Email : burnhamoverypc@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 @ £1.00 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.