

Roydon Parish Council

Guide to Information Published Under the Model Publication Scheme

Reviewed: March 2025

Next Review: March 2026

All information available on the website can be downloaded free. For delivery by email or for chargeable hard copies contact the clerk to discuss your requirements.

<https://roydon-southnorfolk-pc.gov.uk/>

Email: clerk@roydon-southnorfolk-pc.gov.uk

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Information available on website
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website
Location of main Council office and accessibility details	No Office, Clerk works from home
Staffing structure	Clerk the 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	Website
Annual return form and report by auditor	Website

Finalised budget	Website
Precept	Website
Borrowing Approval letter	Hard Copy or email
Financial Standing Orders and Regulations	Website
Grants given and received	Contained within minutes published on the website
List of current contracts awarded and value of contract	Contained within minutes published on the website
Members' allowances and expenses	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – Annual Parish Meeting reports
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) Current and previous council year as a minimum	Website, contained in minutes of meetings
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website, Notice Boards, Facebook page and Roydon

	and Diss Community Facebook pages
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, Facebook and Roydon and Diss Community Facebook pages
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website – included in meeting minutes
Responses to consultation papers	Contained within minutes on website
Responses to planning applications	Contained within minutes on website and on South Norfolk Council's 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	Website
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All policies and procedures on website

Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	All policies and procedures on website
Information security policy	Appended to the end of this document
Records management policies (records retention, destruction and archive)	
Data protection policies	
Schedule of charges (for the publication of information)	
Class 6 – Lists and Registers Currently maintained lists and registers only	Website; some information may only be available by inspection
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	Website
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)	N/A
Register of members' interests	SNDC via website
Register of gifts and hospitality	N/A

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website; All newsletters delivered to households of the parish
Allotments	Hard copy/email
Seating, litter bins, clocks, memorials and lighting	Listed on Asset on website

Schedule of Charges

This describes how the charges have been arrived at and is published as part of this guide.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @20p per sheet (black & white)	Actual cost*
	Photocopying @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail 2 nd Class at time
Other	Major Enquiries	£16 per hour, in accordance with current legislation Local Government Act 2003, section 93

*the actual cost incurred