



# **FRAMINGHAM EARL PARISH COUNCIL**

## **Freedom of Information Model Publication Scheme**

**Approved and adopted by Framingham Earl Parish Council, 7<sup>th</sup> October 2025**

**Date of next review: October 2026**

## Information available from Framingham Earl 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 6.*

| Information to be published  | How the information can be obtained  | Cost  |
|--|--|---|
| <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  | From the Council's website<br><br>As a hard copy from the Clerk, or electronically attached to an email from the Clerk   | See costs on Page 6 for hard copies of documents in Class 1 |
| Who's who on the Council and its Committees  | From the Council's website<br><br>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<br><br>Clerk's contact details are on Page 5. 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 Methodist Church, Pigot Lane, NR14 7PX. Meetings open to public. Limited parking available at Church, or on side roads. |   |
| Staffing structure   | Clerk is sole employee   |   |
| <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 as a minimum | From the Council's website or as a hard copy from the Clerk  | See costs on Page 6 for hard copies of documents in Class 2 |
| Annual Governance and Accountability Return (AGAR)   | As above   |   |

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| Reasons for Variations = / - 15%  | As above   |   |
| Payments over £100 [if a council with turnover £25,000 or under] or payments over £500 [if a council with turnover £200,000 or over]              | As above   |   |
| Finalised budget  | As above   |   |
| Precept   | From the Council's website or as a hard copy from the Clerk  |   |
| <del>Borrowing Approval letter</del>  | N/A  |   |
| Financial Regulations and Standing Orders   | From the Council's website or as a hard copy from the Clerk  |   |
| Grants given and received   | Contained within minutes published on the website.   |   |
| List of current contracts awarded and value of contract   | Hard copy from the Clerk   |   |
| Councillors' allowances and expenses  | Currently N/A  |   |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections, and reviews) | Hard copy  | See costs on Page 6 for hard copies of documents in Class 3 |
| Chair's Annual Report to Parish Council 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   | Details can be found from the Councils website, minutes of Annual Parish Council meeting, 6 <sup>th</sup> May 2025, minute reference 2025/013. |   |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)  |  | See costs on Page 6 for hard copies of documents in Class 4 |
| Current and previous council year as a minimum  |  |   |
| 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<br>Parish noticeboard/s  |   |
| Agendas of meetings (as above)  | From the Council's website or as a hard copy from the Clerk  |   |

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| 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   |   |
| Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting   | Currently N/A   |   |
| Responses to planning applications   | See Minutes   |   |
| Responses to consultation papers   | From the Council's website, email or hard copy from the Clerk |   |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies, and procedures for delivering services and responsibilities)<br>Current information only   |   | See costs on Page 6 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 scheme   | 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:<br>Biodiversity policy<br>Charitable and grant awarding policy<br>Co-option policy<br>Dignity at work policy<br>Equality and diversity policy<br>Health and safety policy<br>Internal control policy<br>IT policy<br>Lone working policy<br>Record management policy<br>Tree policy<br>Policies and procedures for handling requests for information:<br>Freedom of Information Publication Scheme<br>Guides to users and risk assessments:<br>Guide for public attending and speaking at meetings<br>Guide to users and risk assessment of The Dell at Framingham Earl<br>The Dell working parties risk assessment | From the Council's website or as a hard copy from the Clerk   |   |

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| 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 |   |
| <b>Class 6 – Lists and Registers</b><br><br><b>Currently maintained lists and registers only</b>   |   | See costs on Page 6 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 South Norfolk District Council website       |   |
| Register of gifts and hospitality  | N/A   |   |
| <b>Class 7 – The services we offer</b><br>Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses<br><br>Current information only | From the Council's website or as a hard copy from the Clerk | See costs on Page 6 for hard copies of documents in Class 7 |
| Seating, litter bins, dog bins   | No relevant information                                     |   |
| The Dell   | Website or hard copy if applicable                          |   |
| A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)  | None  |   |
| <b>Additional Information</b>  |   |   |
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#### Contact details of the Clerk

Yvonne Wonnacott  
1 Meadow Cottages, Gull Lane, Framingham Earl, NR14 7PN  
Tel: 01508 493134  
framinghamearlpc@hotmail.co.uk

## 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 @ 20p 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 <sup>nd</sup> class. Recorded delivery if requested at standard price |
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