

NEATISHEAD PARISH COUNCIL FREEDOM OF INFORMATION

Information available from Neatishead Parish Council under the model publication scheme

NOTE:

1. Photocopies and postage are charged at actual cost.
2. Requests for information must be made in writing. All copies are single sided.
3. Neatishead Parish Council website address is: <http://neatisheadpc.norfolkparishes.gov.uk>

Information to be published			How the information can be obtained	Cost
Class1 - Who we are and what we do				
Who's who on the Council			Website NNDC Website Parish Notice Board Hard Copy Email	20p per sheet + postage
Robert Ferrier-Hanger	Chair	rhanger8@gmail.com		
Michael Godfrey	Vice Chairman	mike.godfrey113@btinternet.com		
Daniel Moulton	Councillor	dan_moulton16@hotmail.co.uk		
Ben Mullard	Councillor	ben@easynomad.co.uk		
Jane Rutter	Councillor	rutter.jane1@gmail.com		
Vacancy				
Vacancy				
Laura Bateman	Clerk to the Council Email: clerk@neatisheadpc.norfolkparishes.gov.uk	5 Sceptre Close, Hellesdon Norwich NR6 5HE	Website Parish Notice Board NNDC Website Hard Copy Email	20p per sheet + postage

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Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy Website Email	£2.50 + postage
Finalised budget	Hard Copy Website Email	20p per sheet + postage
Precept	Hard Copy Website Email	20p per sheet + postage
Borrowing Approval letter	No borrowing sought	
Financial Standing Orders and Regulations	Hard Copy Email Website	£2.50 + postage
Grants given and received	Hard Copy Meeting Minutes – website Email	20p per sheet + postage
List of current contracts awarded and value of contract	Hard Copy Meeting Minutes – website Email	20p per sheet + postage
Members' allowances and expenses	None Claimed Website Email	

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Class 3 – What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy Minutes Meeting - website	20p per sheet + postage
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	20p per sheet + postage
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy Parish Notice Board Website Email	20p per sheet + postage
Agendas of meetings (as above)	Website Parish Notice Board Hard Copy Facebook Email	20p per sheet + postage
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Parish Notice Board Hard Copy Email	20p per sheet + postage
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard Copy Email	20p per sheet + postage
Responses to consultation papers	Hard Copy Minutes	20p per sheet + postage

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	Email	
Responses to planning applications	Hard Copy Minutes NNDC Planning Portal Email	20p per sheet + postage
Bye-laws	Hard Copy Email	20p per sheet + postage
Class 5 – Our policies and procedures		
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	Hard Copy Website Email	20p per sheet + postage
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information)	Hard Copy Website Email	20p per sheet + postage

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Information security policy	Hard Copy Website Email	20p per sheet + postage
Records management policies (records retention, destruction and archive)	Hard Copy Website Email	20p per sheet + postage
Data protection policies	Hard Copy Website Email	20p per sheet + postage
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy Website Email	20p per sheet + postage
Disclosure log		
Register of members' interests	NPC Website NNDC website Hard Copy Email	20p per sheet + postage
Register of gifts and hospitality	Website	20p per sheet +

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	Hard Copy Email	postage
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Website Email	
Parks, playing fields and recreational facilities	Website Email	
Seating, litter bins, dog bins	Website Email	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. water charges at Staithe)	Website Email	

Contact details:

Parish Clerk

5 Sceptre Close, Hellesdon NORWICH NR6 5HE

07917 841 665

Reviewed March 2026

Next Review Date July 2029