

Information available from Horningtoft Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations, and contacts) Current information only	Hard copy or website	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website- contact details of the clerk are on the website.	
Location of main Council office and accessibility details	Website-meetings in the village hall or church.	

Staffing structure	Clerk is the only permanent employee	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website-Within minutes published.	
List of current contracts awarded and value of contract	Hardcopy or contained within the minutes published on the website.	
Members' allowances and expenses	None	
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	None	

Annual governance statement in format included in the Annual Return form	Website	
Parish Plan	None	
Annual Report to Parish or Community Meeting	Website	
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website and current hard copy	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and hard copy	
Agendas of meetings (as above)	Website and hard copy	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website and hard copy	
Reports presented to council meetings –		

exclude material that is properly considered to be exempt from disclosure	Website and hard copy	
Responses to consultation papers	Website-contained within the minutes	
Responses to planning applications	Website-contained within the minutes	
Bye-laws	None	
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	Website Website Contained in minutes on the website Website 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 and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the	N/A Website N/A N/A Website	

publication scheme)		
Records management, personal data and access to information policies	Website	
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	None	
Assets register, including details of public land and building assets	Website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	None	
Register of members' interests	Refer to Breckland Website	
Register of gifts and hospitality	None	
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	None	
Burial grounds and closed churchyards	None	

Community centres and village halls	None	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	None	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements		
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	None	
Additional Information		
Information not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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* the actual cost incurred

Approved: Nov 2025
Review: Nov 2028