



Information available from Forncett Parish Council under the model publication scheme

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#). The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website www.forncettparishcouncil.norfolkparishes.gov.uk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website www.forncettparishcouncil.norfolkparishes.gov.uk	Free
Location of main Council office and accessibility details	Website www.forncettparishcouncil.norfolkparishes.gov.uk	Free
Staffing structure	n/a	
<p>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)</p>	(hard copy or website)	

Current and previous financial year as a minimum		
Annual return form and report by auditor	Paper OR Website www.forncettparishcouncil.nor folkparishes.gov.uk	£1 Free
Finalised budget	Paper copy	Free
Precept	Paper copy	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website www.forncettparishcouncil.nor folkparishes.gov.uk	Free
Grants given and received	Paper copy – accounts and minutes	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website (minutes – expenses only)	Free
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	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	n/a	

Annual Report to Parish Meeting (current and previous year as a minimum)	Website www.forncettparishcouncil.norfolkparishes.gov.uk	Free
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	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website www.forncettparishcouncil.norfolkparishes.gov.uk	Free
Agendas of meetings (as above)	Website www.forncettparishcouncil.norfolkparishes.gov.uk	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website www.forncettparishcouncil.norfolkparishes.gov.uk	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Paper copy	Free
Responses to consultation papers	Website www.forncettparishcouncil.norfolkparishes.gov.uk	Free
Responses to planning applications	Website www.forncettparishcouncil.norfolkparishes.gov.uk	Free

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	(hard copy or 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 www.forncettparishcouncil.norfolkparishes.gov.uk n/a n/a Website www.forncettparishcouncil.norfolkparishes.gov.uk Website www.forncettparishcouncil.norfolkparishes.gov.uk	Free Free Free
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	n/a	
Equality and diversity policy	Website www.forcettparishcouncil.norfolkparishes.gov.uk	Free
Health and safety policy	Website www.forcettparishcouncil.norfolkparishes.gov.uk	Free
Recruitment policies (including current vacancies)	Website www.forcettparishcouncil.norfolkparishes.gov.uk	Free
Policies and procedures for handling requests for information	Website www.forcettparishcouncil.norfolkparishes.gov.uk	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website www.forcettparishcouncil.norfolkparishes.gov.uk	Free
Information security policy	Website www.forcettparishcouncil.norfolkparishes.gov.uk	Free
Records management policies (records retention, destruction and	Website	Free

archive)	www.forcettparishcouncil.norfolkparishes.gov.uk	
Data protection policies	Website www.forcettparishcouncil.norfolkparishes.gov.uk	Free
Schedule of charges (for the publication of information)	Website www.forcettparishcouncil.norfolkparishes.gov.uk	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or 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)	Website https://democracy.southnorfolkandbroadland.gov.uk/mgParishCouncilDetails.aspx?ID=282&LS=3	Free
Assets register	Accounts – paper copy	Free
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	Website https://democracy.southnorfolkandbroadland.gov	Free

	.uk/mgParishCouncilDetails.aspx?ID=282&LS=	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Contact clerk	Free
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	Contact clerk	Free
Bus shelters	Contact clerk	Free
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Parish Clerk
Mrs Anne Rayner
forcettclerk@gmail.com
01508 570700

Adopted March 2024

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 sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		£16 per hour in accordance with current legislation Local Government Act 2003, section 93
Other		

* the actual cost incurred by the public authority