

Snettisham Parish Council

Publication Scheme for Snettisham Parish Council based on the Information Commissioner's Office (ICO) model publication scheme. This format follows the ICO's recommended structure, focusing on providing clear information to the public in accordance with the Freedom of Information Act 2000.

1. Introduction

This Publication Scheme has been adopted by Snettisham Parish Council in line with the requirements of the Freedom of Information Act 2000. The purpose of the scheme is to make it easier for the public to access information held by the Council. The Council is committed to openness and transparency, ensuring that information about its activities is available to those who request it.

2. Classes of Information

The following classes of information will be available from Snettisham Parish Council:

2.1. Who We Are and What We Do

- Council Members: The names, roles, and contact details of all members of the Parish Council.
- Structure and Function: The structure of the Parish Council, including details of committees, subcommittees, and working groups.
- Council Responsibilities: A description of the key functions and responsibilities of the Parish Council, including services provided to the local community.

2.2. What We Spend and How We Spend It

- Annual Budget: The Parish Council's budget for the current financial year, including details of the annual precept.
- Expenditure Details: A summary of significant expenditure and financial statements, including details of payments to contractors.
- Audit Reports: The most recent audit report and the annual audit return, including external auditor's reports and annual governance statements.

Snettisham Parish Council

2.3. What Our Priorities Are and How We Are Doing

- Council Plans and Strategies: Any plans or strategies that the Parish Council has adopted, including future priorities and objectives for the local area.
- Performance Reports: Information on how the Parish Council has performed against its stated objectives or goals.

2.4. How We Make Decisions

- Decision-Making Process: Information on how decisions are made at Parish Council meetings, including details of the decision-making process and procedures.
- Minutes and Agendas: Agendas and minutes of Parish Council meetings, including any committee meetings. This will include both past and current records.
- Public Participation: Information on how members of the public can participate in Council meetings and provide feedback.

2.5. Our Policies and Procedures

- Policies: Key policies adopted by the Parish Council, such as standing orders, financial regulations, and policies on data protection, equal opportunities, and health and safety.
- Code of Conduct: The Parish Council's code of conduct for members and any related policies.
- Complaints Procedure: The procedure for making a complaint about the Parish Council's activities.

2.6. Lists and Registers

- Register of Interests: A copy of the register of interests for each Parish Councillor.
- Asset Register: A list of assets owned or controlled by the Parish Council.
- Public Registers: Any other public registers, as required by law, that are held by the Parish Council.

2.7. The Services We Offer

- Local Services: A description of services provided by the Parish Council, such as recreation facilities, community events, and public amenities.
- Licensing and Permits: Information about any licenses or permits held by the Parish Council.
- Community Engagement: Details about how the Council engages with the local community,

Snettisham Parish Council

including consultations, surveys, and public meetings.

3. How to Access Information

Most of the information listed in this Publication Scheme is available via the Parish Council's website. Information that is not published online may be available on request. The Parish Clerk can provide information in other formats, such as hard copies, where required. You may be asked to pay copying charges of 0.15p per sheet to cover printing and admin time, if you require a lot of copying (over 10 pages).

The Parish Council is committed to making information accessible to everyone, and information can be obtained by contacting the following:

- Telephone or text the Clerk: Mobile 07916 177 196
- Write to us at: 73 Lynn Road, Snettisham, PE31 7QA
- Email: clerk@snettishamparishcouncil.gov.uk
- Website: www.Snettishamparishcouncil.gov.uk