

**CASTLE RISING PARISH COUNCIL**  
**FREEDOM OF INFORMATION ACT 2000**  
**PUBLICATION SCHEME**

This publication scheme is based on the model publication scheme issued by the Information Commissioner as guidance on information that should be provided to meet the requirements of the Freedom of Information Act 2000 (FOIA).

Information identified in the following tables will be made available unless:

- Castle Rising Parish Council (CRPC) does not hold the information;
- the information is exempt under the FOIA or under another statute;
- the information is readily and publicly available from an external website, and a direct link is provided to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

CRPC has a legal commitment to provide the information in the model publication scheme below, but will also provide as much information as possible on a routine basis via its website.

| Information to be published                                                                                                                                                                                                               | How the information can be obtained                                                                                                                           | Cost                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Class 1 – Who we are and what we do</b><br><br>Castle Rising Parish Council<br>Email: <a href="mailto:castlerisingpc@gmail.com">castlerisingpc@gmail.com</a><br>Acting Clerk: Cllr David Webb<br><br>7 Parish Councillors              | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request                 | Free<br><br>£2 per sheet |
| <b>Who's who on the Council and its Committees</b>                                                                                                                                                                                        | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request                 | Free<br><br>£2 per sheet |
| <b>Contact details for Parish Clerk and Council members</b>                                                                                                                                                                               | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy information is available on request. | Free<br><br>£2 per sheet |
| <b>Location of main Council Office and accessibility</b>                                                                                                                                                                                  | N/A                                                                                                                                                           |                          |
| <b>Staffing Structures</b>                                                                                                                                                                                                                | N/A                                                                                                                                                           |                          |
| <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 available. |                                                                                                                                                               |                          |
| Annual return form and report by auditor                                                                                                                                                                                                  | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Available from the Clerk on request            | Free<br><br>£2 per sheet |
| Finalised budget                                                                                                                                                                                                                          | Available from the Clerk on request                                                                                                                           | £2 per sheet             |
| Precept                                                                                                                                                                                                                                   | Available from the Clerk on request                                                                                                                           | £2 per sheet             |
| Financial Regulations & Standing Orders                                                                                                                                                                                                   | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request                 | Free<br><br>£2 per sheet |

|                                                                                                                                               |                                                                                                                                               |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Grants given and received                                                                                                                     | Available from the Clerk on request                                                                                                           | £2 per sheet             |
| List of current contracts awarded and value of contract                                                                                       | N/A                                                                                                                                           |                          |
| Members expenses                                                                                                                              | N/A                                                                                                                                           |                          |
|                                                                                                                                               |                                                                                                                                               |                          |
| <b>Class 3 – What priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews). |                                                                                                                                               |                          |
| Neighbourhood Plan                                                                                                                            | N/A                                                                                                                                           |                          |
| Parish Plan                                                                                                                                   | N/A                                                                                                                                           |                          |
| Annual Report to Parish or Community Meeting                                                                                                  | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions).                                               |                                                                                                                                               |                          |
| Current and previous years minutes of Full Parish Council and Committees                                                                      | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| Timetable of CRPC and parish meetings.                                                                                                        | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| Agendas of meetings                                                                                                                           | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| Minutes of Meetings: excluding confidential matters which have been properly regarded as private to the meeting.                              | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| Reports presented to Council Meetings                                                                                                         | N/A                                                                                                                                           |                          |
| Responses to consultation papers                                                                                                              | N/A                                                                                                                                           |                          |
| Responses to Planning Applications                                                                                                            | CRPC and Borough Council websites                                                                                                             |                          |
| Bye-Laws                                                                                                                                      | N/A                                                                                                                                           |                          |

|                                                                                         |                                                                                                                                               |                          |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Class 5 – Our Policies and procedures<br/>(Protocols, Policies and procedures</b>    |                                                                                                                                               |                          |
| CRPC standing orders                                                                    | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| Committee and sub-Committee terms of reference                                          | Parish Council Standing Orders                                                                                                                |                          |
| Delegated authority in respect of officers                                              | All procedures and financial records shall be maintained by the RFO as per the Financial Regulations                                          |                          |
| Code of Conduct                                                                         | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| Policy Statements                                                                       | N/A                                                                                                                                           |                          |
| Policies and procedures for the provision of services and about the employment of staff | N/A                                                                                                                                           |                          |
| Internal Policies relating to the delivery of services                                  | N/A                                                                                                                                           |                          |
| Equality Policy                                                                         | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| Health & Safety Policy                                                                  | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| Recruitment policies (including current vacancies)                                      | Parish Councillors – SO and Equality Policy                                                                                                   |                          |
| Policies and procedures for handling requests for information                           | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| Complaints procedure                                                                    | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br><br>Hard copy available on request | Free<br><br>£2 per sheet |
| Information security policy                                                             | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a>                                       | Free                     |

|                                                                        |                                                                                                                                                            |                      |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|                                                                        | Hard copy available on request                                                                                                                             | £2 per sheet         |
| Records Management Policy (records retention, destruction and archive) | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br>Hard copy available on request                  | Free<br>£2 per sheet |
| Data Protection Policies                                               | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br>Hard copy available on request                  | Free<br>£2 per sheet |
| Schedule of charges (for the publication of information)               | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br>Hard copy available on request                  | Free<br>£2 per sheet |
| <b>Class 6 – Lists and Registers</b>                                   |                                                                                                                                                            |                      |
| Assets Register                                                        | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br>Available to view by arrangement with the Clerk | Free<br>£15/hour     |
| Register of members interests                                          | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a><br>link to the Borough Council website             |                      |
| <b>Class 7 – The Services we offer</b>                                 |                                                                                                                                                            |                      |
| Lighting                                                               | Lighting maintenance contract available to view by arrangement with the Clerk                                                                              | £15/hour             |
| Newsletters                                                            | <a href="https://castlerising.norfolkparishes.gov.uk/">https://castlerising.norfolkparishes.gov.uk/</a>                                                    | Free                 |

#### SCHEDULE OF CHARGES

| Type of charge    | Description       | Basis of Charge |
|-------------------|-------------------|-----------------|
| Disbursement cost | Postage & packing | Actual cost     |