

Banham Parish Council

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Guide to Information Published Under the Model Publication Scheme

Schedule of Costs

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) This will be current information only.		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Contact details of the clerk are at the top of the page	
Location of main Council office and accessibility details	Clerk's home Details at the top of the page.	
Staffing structure	Clerk is the sole employee	
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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	
Grants given and received	Contained within minutes published on the website	
List of current contracts awarded and value of contract	Contained within minutes published on the website	
Members' allowances and expenses	N/A	
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		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – Annual Parish Meeting minutes	
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		
Timetable of meetings (Council and any committee/sub committee meetings and parish meetings)	Website and Notice Board	
Agendas of meetings (as above)	Website and Notice Board	
Minutes of meetings (as above)	Website and Notice Board	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Website	
Responses to consultation papers	Contained within Minutes on website and notice board	
Responses to planning applications	Contained within Minutes on website and notice board and on Breckland Planning Website	
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		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Website Contained in Minutes on 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	N/A	
Equality and diversity policy	Website	
Health and safety policy	Website	
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	N/A	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website – See below	
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)	N/A	
Assets register	Website & Clerk	
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	Breckland Council Website	
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		
Allotments	Clerk	
Burial grounds and closed churchyards	N/A – Clerk	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Clerk	
Seating, litter bins, clocks, memorials and lighting	Clerk	

Bus shelters	N/A	
Markets Public conveniences	N/A	
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	

Approved April 26

Review April 29

Schedule of Charges

Type Of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 27p per sheet (black & white)	Actual Cost
	Photocopying @ 80p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2nd class

Approved April 2026
Review: April 2029