



## **Information available from Swanton Morley Parish Council under the Model Publication Scheme**

Swanton Morley Parish Council endeavours to make as much information available to parishioners free of charge. All items marked hard copy are available at a cost of 15p per sheet plus 2<sup>nd</sup> class postage however this charge will only be levied when the total cost of producing information exceeds £2.50. Requesters will be made aware of cost prior to information being produced, and payment is to be received in advance. Website items are free. Items marked website also available at no cost by e-mail.

Statutory Fees are in accordance with the relevant legislation.

Hard Copies are available from the Clerk: Kelly Pickard, Clerk to the Council  
Swanton Morley Village Hall  
Manns Lane, Swanton Morley  
Dereham, Norfolk NR20 4NP  
01362 637166  
[parishcouncil@swantonmorley.org](mailto:parishcouncil@swantonmorley.org)

Information to be published	How the information can be obtained
<b>Who we are and what we do</b>	
Who's who on the Council and its Committees	Website/Hard copy
Contact details for Parish Clerk and Council members	Website/Hard Copy
Location of main Council office and accessibility details	Website/Hard Copy
<b>What we spend and how we spend it</b>	
Annual return form and report by auditor	Website/Hard Copy
Finalised budget	Hard Copy
Precept	Hard Copy
Borrowing Approval letter	Hard Copy
Financial Standing Orders and Regulations	Website/Hard copy
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Hard Copy
<b>What our priorities are and how we are doing</b>	
Swanton Morley Neighbourhood Plan	Website/Hard copy
Annual Report to Parish or Community Meeting	Delivered to every household Website/Hard Copy
Local charters drawn up in accordance with DCLG guidelines	None in Place
<b>How we make decisions</b>	
Timetable of meetings	Website/Hard Copy/Noticeboards

SMPC Publication Scheme

Agendas of meetings	Website Hard Copy/Parish Noticeboard
Minutes of meetings	Website/Hard Copy
Reports presented to council meetings	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	Website (Breckland District Council)/Hard Copy
Bye-laws	None Made
<b>Our policies and procedures</b>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Website/Hard Copy</p> <p>Website/Hard Copy</p> <p>No sub committees in place</p> <p>Website/Hard copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website/Hard Copy</p> <p>Hard copy/Website</p> <p>Hard copy</p> <p>Hard copy</p> <p>Website/Hard copy</p> <p>Website/Hard copy</p>
Information security policy	Hard Copy/Website
Records management policies (records retention, destruction and archive)	Hard Copy
Data protection policies & General Data Protection Regulations	Hard Copy/Website
Schedule of charges (for the publication of information)	Website/Hard Copy/ At top of this document

<b>Lists and Registers</b>	
Any publicly available register or list	Access only
Assets Register	Hard Copy
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)	Hard Copy
Register of members' interests	Hard Copy/BDC Website
Register of gifts and hospitality	Hard Copy
<b>The services we offer</b>	
Allotments	Website/Hard Copy
Burial grounds and closed churchyards	Website/Hard Copy
Village halls	Website/Hard Copy
Parks, playing fields and recreational facilities: Gooseberry Hill Playing Field and Village Green	Website/Hard Copy
Seating, litter bins, clocks, memorials and lighting	Hard Copy
Bus shelters	Bus Stops Operated by Norfolk County Council
A summary of services for which the council is entitled to recover a fee, together with those fees: Fees Associated with Cemetery	Website/Hard Copy
Common Lands	Website/Hard Copy

**Last Reviewed**      **October 2023**  
**Next Review**        **October 2025**