

Freedom of Information Act - Information available from Upper Sheringham Parish Council under the model publication scheme.

Information to be published	How information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Available on the Parish Notice Board, Website and from the Clerk	10p per A4 sheet in black and white
Contact details for Parish Clerk and Council members .	As above	For all documents
Class 2 – What we spend and how we spend it Financial information relating to actual income and expenditure, contracts and financial audit.	Clerk/Website	
Annual return form and report by auditor	Available by inspection	
Finalised budget	Clerk	
Precept	Clerk/Minutes on Website	
Standing Orders and Financial Regulations	Clerk/Website	
Grants given and received	Clerk/Minutes on Website	
List of current contracts awarded and value of contract	Clerk	
Members Allowances and Expenses	Clerk	
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish	Clerk/Website	
Class 4 – How we make decisions		
Timetable of meetings	Parish Noticeboard/Website	
Agendas of meetings	Parish Noticeboard/Website	
Minutes of meetings	Parish Noticeboard/Website	
Responses to planning applications	Clerk/Minutes on Website	
Responses to Consultation Papers	Clerk/Minutes on Website	
Class 5 – Our policies and procedures		
Code of Conduct	Clerk/Website	
Policies and Procedures	Clerk/Website	
GDPR Policies	Clerk/Website	
Class 6 – Lists and Registers		
Assets Register	Clerk	
Register of members' interests	Available on North Norfolk District Council Website	
Class 7 – The services we offer		
Custodial Trustees of Village Hall		
Seating, grit bins, village notice board and village lighting		
Liaise with North Norfolk District Council, Norfolk County Council and The Norfolk Constabulary regarding maintenance and welfare of the Parish		
Additional Information		
Any Photocopying @ 10p per sheet (black & white)		
Adopted July 2012. Amended October 2018. Reviewed and amended September 2022		