

Information available from Carbrooke Parish Council under the Model Publication Scheme

All items marked hard copy are available at a cost of 10p per sheet, plus postage. Website items (carbrookeonline.co.uk) and electronic copies are free of charge.

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)

The Council has one employee, the Parish Clerk.

All correspondence should be addressed to the Parish Clerk at:-

Mr N Hartley
Oakleigh House
Shipdham Lane
Scarning
NR19 2LB.
01362 687492
carbrookeparishclerk@gmail.com

Meetings by appointment.

The members of Carbrooke Parish Council are:-

Nathan Defew (Chair)
Darren Page (Vice Chair)
Jo Borrett
Michael Mawby
Sue Yerby

The Council usually meets on the second Tuesday of every month (excluding August). Meetings are usually in Carbrooke Village Hall and the Community Hub, Blenheim Grange, from 7pm. A list of the Council's meetings can be found on the Council's website, or by applying to the Parish Clerk (contact details above).

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)

Annual Return form and report by auditor (Hard copy)
Finalised budget (Hard copy or electronic copy. Also available on Parish Council website).
Parish Council minutes (Hard copy or electronic copy. Also available on the Parish Council website)
Precept
Financial Standing Orders and Regulations (Hard copy or electronic copy. Also available on the Parish Council website).

Grants made (Minutes of Council meetings on Parish Council website, or by request to the Clerk. Hard copy or electronic copy)
List of current contracts awarded and value of contract (On request to the Clerk).
Members allowances and expenses, where applicable (Minutes, or by request to the clerk).

Class 3 What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

Annual Report to the Parish Meeting (Minutes on website, hard copy or electronic copy).

Class 4 How we make decisions (Decision making processes and records of decisions)

The Minutes of Council meetings are available on the Parish Council website, or by contacting the Clerk (Hard copy or electronic copy)
Timetable of meetings (Available on the Parish Council website, or by contacting the Clerk (Hard copy or electronic copy).
Agendas of meetings (as above and village noticeboards).
Minutes of meetings (as above) NB this excludes information that is properly regarded as private to the meeting.
Reports presented to Council meetings - nb this excludes information that is properly regarded as private to the meeting (Hard copy, Parish Council website or electronic copy).
Responses to consultation papers Minutes
Responses to planning applications Minutes/Breckland Council website
Bye-laws None

Class 5 Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

The Council's Policies and Procedures are available on the Parish Council website or by request to the Clerk (hard copy or electronic copy).

Code of Conduct
Complaints Procedure
Data Protection Policy and General Data Protection Regulations
Disciplinary and Grievance Procedure
Equality Policy
Health and Safety Policy (including Lone Working Policy)
Information Audit
Openness and Transparency Policy
Press and Media Policy
Training and Development Policy
Policies and procedures for handling requests for information

Minutes kept indefinitely (Some filed in Norfolk Record Office). Finance details kept in accordance with appropriate regulations
Only important documents kept longer than 3 months
Schedule of charges (for the publication of information)

Class 6 Lists and Registers

Currently maintained lists and registers only
Hard copy. Some information may only be available by inspection
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)
Asset Register (Available on Parish Council website or from the clerk. Hard copy or electronic copy).
Register of member's interests Apply to Clerk (hard copy only) or see Breckland Council website following the link on the village website

Class 7 The services we offer

(Information about services)

Hard copy. Some information may only be available by inspection
Allotments None
Burial grounds and churchyard. Contact Reverend Atkins 01760 441191
Bus shelters (Broadmoor Road and two at Norwich Road near Washington Drive) Contact Parish Clerk
Community Cabin, Blenheim Grange. Contact the Parish Clerk
Community Hub. Contact the Parish Clerk.
Village Hall Contact Carbrooke Village Hall Bookings Clerk
Playing field and recreational facilities (Contact the Trustees of the Millennium Green)
Recreational facilities/children's play area, Blenheim Grange. Contact Parish Clerk
Seating, litter and dog bins. Contact Parish Clerk
Street Lighting. One light only maintained by Parish Council (Trenchard Crescent). Contact Parish Clerk.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white) 15p per sheet (colour)	Actual cost based on computer printing
Postage		Cost of Royal Mail standard 2nd class, or 1st class if requested

Statutory Fee In accordance with the relevant legislation

June 2023.