

## **Carbrooke Parish Council Guide to Information under the Model Publication Scheme**

The 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 20p per sheet, plus postage if required, though this charge will only be levied when the total cost of producing the information exceeds £2.50. The applicant will be made aware of the cost prior to information being produced, and payment is to be received in advance. Website items 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. Meetings are by appointment and during office hours, Monday to Wednesday.

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

Mr N Hartley  
Oakleigh House  
Shipdham Lane  
Scarning  
NR19 2LB.  
01362 687492  
Clerk@carbrooke-pc.gov.uk

The members of Carbrooke Parish Council are:-

Darren Page (Chair)  
Liz Poole (Vice Chair)  
Jo Borrett  
Linda Brazell  
William Leport  
Graham Redfern

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 (On website or on request to the Clerk)

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 (No allowances or expenses paid).

## **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).

Annual audit of the Council's accounts (On website, hard copy or electronic copy).

Annual internal audit of the Council's accounts ((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 (Available on the Parish Council website, or by contacting the Clerk (Hard copy or electronic copy).

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     Refer to relevant Minutes on website

Responses to planning applications Refer to relevant Minutes on website/Breckland Council website

### **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).

Anti Bullying and Harassment Policy

Code of Conduct

Community Award

Complaints Procedure

Co option Procedure

Data Protection Policy

Disciplinary and Grievance Procedure

Equality Policy

Financial Regulations

Grants Policy

Health and Safety Policy (including Lone Working Policy)

Information Audit

IT Policy

Openness and Transparency Policy

Press and Media Policy

Training and Development Policy

Tree Management Policy

Vexatious Complaints 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

Bus shelters (Broadmoor Road and two at Norwich Road near Washington Drive ) Contact 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.

Reviewed and updated: May 2026.