



### **Information available from Scarning Parish Council 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 (black & white) and 25p per sheet (colour), 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:-

Oakleigh House  
Shipdham Lane  
Scarning  
NR19 2LB.  
07938001056  
clerk@scarning-pc.gov.uk

The members of Scarning Parish Council are:-

Neil Parsons (Chair)

Michael Eveling (Vice Chair)

Tim Abel

Melanie Blackburn

Fiona Bradford

Steve Bunn

Charles Hewson

Helen Manning

Michael Steward

The Council usually meets on the third Monday of every month. Meetings are usually in Scarning Village Hall from 7pm. A list of the Council's meetings can be found on the Council's website, or by applying to the Parish Clerk.

## **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 (Hard copy. On request to the Clerk).

Members allowances and expenses where applicable (Hard copy, 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).

Annual audit of the Council's account (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    Minutes

Responses to planning applications    Minutes/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

Business Continuity Plan

Code of Conduct

Community Engagement policy

Community Grants Scheme  
Complaints Procedure  
Co option policy  
Data Protection policy  
Disciplinary and Grievance policy  
Equality policy  
Financial Regulations  
Grants policy  
Health and Safety policy (including Lone Working policy)  
Information Audit  
Information Security Incident Procedure  
Openness and Transparency policy  
Press and Media policy  
Safeguarding policy  
Social media policy  
Standing Orders  
Training and Development policy  
Tree Management policy  
Vexatious Complaints policy  
Whistleblowing policy  
Policies and procedures for handling requests for information  
Information security policy    Important documents held securely  
Records management policies (records retention, destruction and archive) Minutes kept indefinitely (Some filed in Norfolk Record Office). Finance details  
5 years  
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 from the Clerk. Hard copy or electronic copy).

Register of member's interests          Apply to the Clerk (hard copy only) or see Breckland Council website following the link on the village website

### **Class 7 Information about services**

Hard copy. Some information may only be available by inspection

Allotments:    Contact Tim Abel - Scarning United Charities.

Burial grounds and churchyard:          Contact Sue Rockley 01362 694886.

Bus shelters (Dereham Road near Blackhorse Close, outside Scarning Village Hall, and two shelters at Dereham Road near Chestnut Road, one each side of the road): Contact the Clerk.

Land at the following: the former Broadway Allotment site, former Highway Surveyors land at Chapel Lane and at Daffy Green: Contact the Clerk.

Recreational facilities/children's play area, Scarning Water Meadows (off Blackthorn Drive and off Ted Ellis Walk). Contact the Parish Clerk. Seating, litter, dog and grit bins. Contact the Clerk.

Shipdham Lane Playing Field and recreational facilities: Contact Charles Hewson (Chair of Scarning Playing Field Committee) re maintenance or other enquiries. Contact the Parish Clerk regarding land ownership, outdoor fitness equipment, or the two oak trees next to the tennis courts.

Street Lighting. Sixteen street lights maintained by the Parish Council (none at Draytonhall Lane estate). Contact the Clerk.

Village Hall Contact Bookings Clerk 01362 687492.

Reviewed and updated: May 2026.