

Location of main Council office and accessibility details	The council has no offices. Meetings are held in the Hall for All in Weston Longville, it is totally wheelchair accessible.
Staffing structure	The Clerk is the only staff member.
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial years Statement of accounts and internal audit report in the format included in the Annual Return form Finalised budget Precept All items of expenditure above £100 Grants given and received List of current contracts awarded and value of contract	(website) https://westonlongville-pc.gov.uk/771-2/
Financial Standing Orders and Regulations	(Website) https://westonlongville-pc.gov.uk/policies/
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website) https://westonlongville-pc.gov.uk/wp-content/uploads/2023/06/2023-05-Portfolio-Remits.pdf

Annual governance statement in format included in the Annual Return form	https://westonlongville-pc.gov.uk/771-2/
Parish Plan	https://westonlongville-pc.gov.uk/policies/
Annual Report to Parish or Community Meeting	https://westonlongville-pc.gov.uk/category/meetings/
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	https://westonlongville-pc.gov.uk/policies/
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum Timetable of meetings Agendas of meetings Minutes of meetings Reports presented to council meetings Responses to consultation papers Responses to planning applications	(website) https://westonlongville-pc.gov.uk/category/meetings/
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(website) https://westonlongville-pc.gov.uk/policies/

Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	https://westonlongville-pc.gov.uk/policies/
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	https://westonlongville-pc.gov.uk/policies/
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	https://westonlongville-pc.gov.uk/policies/

Class 6 – Lists and Registers Currently maintained lists and registers only.	(website) https://westonlongville-pc.gov.uk/771-2/
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) Assets register, including details of public land and building assets Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	https://westonlongville-pc.gov.uk/771-2/
Register of members’ interests Register of gifts and hospitality	https://democracy.southnorfolkanbroadland.gov.uk/mgParishCouncilDetails.aspx?ID=227&LS=3
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only Allotments Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters	(website) https://westonlongville-pc.gov.uk/policies/ https://westonlongville-pc.gov.uk/771-2/

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred

Policy agreed: November 2017

Updated with changes to the location of the information.
Last update – March 2025