

Information available from Beeston Regis Parish Council under the model publication scheme

Information available to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
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)	Website Hard copies available on request to Clerk.	Free 10p per A4 sheet

Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Available from Clerk	Free
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	
Parish Plan	Website	Free
Annual Report to Parish or Community Meeting (Chairman's Report)	Website	Free
Quality status (certification applied for as of July 2025)	Not applicable	
Class 4 – How we make decisions	(hard copy or website)	
Timetable of meetings (Council and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website and District	Free
Responses to planning applications	Council Planning Portal	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Website	Free
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) No Policy Required Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Advertising - Norfolk NALC and local press	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive) See Appendix 1 and Appendix 2	Website	Free
Data protection policies	Website	Free

Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets register	Website	Free
Register of members' interests	NNDC Web Portal	Free
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer		
Seating, dog waste bins, lighting, clothes bank, defibrillator, book depository.	Various, (58 street lights)	
Bus shelters	Two – Main A149	
Markets	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

The Parish Council will make the information denoted in this document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,

- it would be impractical or resource-intensive to prepare the material for routine release

If hard copies of any of the above are required, please contact the Clerk. Copies will be charged at 10p per sheet, (black and white only).

Postage if applicable will be chargeable at current Royal Mail price list.

Contact details:

clerk@beestonregis-pc.gov.uk

Adopted 13th August 2025

(To be reviewed August 2027)

BEESTON REGIS PARISH COUNCIL
PUBLICATION SCHEME
APPENDIX 1

Retention of Documents

Document Status	Minimum retention period	Explanation
SR – Statutory Requirement AR – Audit Requirement BP – Best Practice Red – Must have Black– Good to have		
Minute Books (SR)	Indefinite	Archive (NRO) Electronic copy (Clerk) Website (2 years)
Receipt & Payment (or Income & Expenditure) Accounts Annual Returns, year-end bank reconciliation (SR/AR)	7 years	Hard Copy Archive (NRO) Electronic copy (Clerk) Website (2 years)
Receipt books of all kinds (SR)	7 years	VAT
Bank statements, including deposit/savings account, bonds, other investments certificates (AR)	7 years	Audit and management

Bank paying-in books (AR/SR)	7 years	Audit and management
Cheque book stubs (AR/SR)	7 years	Audit and management
Quotations and tenders (AR/SR)	12 years	Statute of Limitations
VAT Invoices / Records (AR/SR)	7 years	VAT
Petty cash, postage and telephone books (AR/SR)	7 years	Audit, management, tax, VAT
Insurance policies (AR) Employers Liability Certificates (SR/AR)	7 years 40 years	Audit and management
Title deeds,	Indefinite	Audit and management

Policies and procedural documents		
Action Plan (BP)	Retain until reviewed / renewed	

Asset Register (AR/SR) Code of Conduct (SR) Complaints Policy (BP) Committee Terms of Reference (SR) Data Protection Policy (SR) Emergency Plan (BP) Equality Policy (SR) Financial Regulations (SR) Grant Awarding Policy (BP) Grievance and Disciplinary Policy (BP) Health & Safety Policy (BP or SR for 5 or more employees) Insurance Policy (SR) List of Cllr attendance (BP) (MINUTES) Members Allowance Policy Openness Policy or Statement (SR) Privacy Statements (where requirement to be identifiable) (SR) Risk Management Policy/Schedule (SR/AR) Record of Grants Awarded (SR/AR)		
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Record of Borrowings (AR) Standing Orders (AR/BP) Training & Development Policy (BP) Other: Certificates of Waste Disposal (Dog waste bin collection records) (SR) (Records kept by NNDC)		
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Adopted 13th August 2025
To be Reviewed August 2027

BEESTON REGIS PARISH COUNCIL
PUBLICATION SCHEME
APPENDIX 2
Destruction of Records

Record Name	Destruction date	Notes
Planning Applications	Following receipt of NNDC decision	Available on line from NNDC
Publicity and Advertising Leaflets	Following Parish Council meeting	
Notes taken by Clerk and members from meetings	After meeting following when minutes have been agreed	Routinely discarded material
Personnel and Confidential records	After 6 months following resignation	In case of application for references, employment issues
Electoral roll	After revised roll has been received	Confidential item
Items as detailed in the Policy (Item 3)	3 months after	
Policy documents	Following review and adoption of a revised document	
Correspondence whether electronic or hard copy	Where matter is known to be resolved / concluded	Letters and e mails may be DP protected

Note:

Provision of lists of categories of records destroyed and the authority under which they were destroyed is a legal requirement under the Freedom of Information Act. These requirements do not however apply to material routinely discarded in the course of an administrative activity i.e. duplicates, rough drafts and so on.

Confidential items must be destroyed under secure conditions. **This includes all Data Protected items. Data Protected items are detailed in the Information Audit of the Council, including their date of destruction.**

Publication Scheme Appendix 1 details retention and destruction of named document.

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