Freedom of Information Act 2000

Reviewed October 2026

RACKHEATH
COMMUNITY COUNCIL

Information available from Rackheath Community Council under the publication scheme

Publication Scheme for Local Councils (Core Classes Only)

The Freedom of Information Act allows any member of the public to easily access information about the parish and how it operates. Full details of the scheme and a list of the information you may access together with any relevant charges are listed below. Information you require which is not published on this website may be obtained from the Community Clerk and a small charge will be made for this service. (See Contact details)

The Freedom of Information Act 2000 defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defines a local authority within the meaning of the Local Government Act 1972 as a public authority. This includes a parish, town and community council in England and Wales.

The Classes of information
Local councils vary in the functions that they perform. The model scheme recognises this. It therefore identifies six core classes of information which it is anticipated will cover the core functions that are carried out by all local councils. The core classes covering these functions contain a list of document types that all local councils adopting the scheme will be obliged to publish.

Note: Hard copies of documents will be charged in accordance with the Schedule on page 5.

Information 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) N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website	Free
Who's who on the Council and its Committees	Website	Free

Contact details for Community Clerk and Council members	Hard Copy, Website	Free
Location of main Council office and accessibility details	Website, Office Entrance	Free
Staffing structure – 2 part time members of staff	N/A	
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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	Website	Free
Local charters drawn up in accordance with DCLG guidelines	N/A	
Internal and external financial audits	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		

Timetable of meetings (Council, any committee/sub-committee meetings and Community meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email, Hard Copy	Electronic version - free
Responses to consultation papers	Email, Hard Copy	Electronic version - free
Responses to planning applications	Website	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard Copy Or Website)	
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	 Website Website Included in Standing Orders Website	 Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	 Website Website Website N/A Website	 Free Free Free Free

Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Hard Copy	See below
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	See Below	
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard Copy or Website; Some Information May Only Be Available By Inspection)	
Any publicly available register or list	N/A	
Assets Register	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Community councils)	N/A	
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free
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	(Hard Copy or Website; Some Information May Only be Available by Inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard Copy and Website	Electronic version - free
Seating, litter bins, clocks, memorials and lighting	Hard Copy and Website	Electronic version - free
Bus shelters	Hard Copy	Electronic version - free
Markets	N/A	
Public conveniences	N/A	

Agency agreements	Hard Copy	See below
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	See below
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Village Sign	Hard Copy	
War memorial	Hard Copy	

Contact details:

Aileen Beck – Clerk to the Community Council
Email: clerk@rackheathparishcouncil.org.uk
Tel: 01603 920990
Community Office, The Pavilion, Green Lane West, Rackheath, NR13 6LT

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @5p per sheet (black & white)	Actual cost
	Photocopying @10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class