**Wimbotsham Parish Council**

**Information available under the Model Publication Scheme**

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| **INFORMATION TO BE PUBLISHED** | **INFORMATION SOURCE** | **COST** |
| **Class1 - Who we are and what we do**  Current information only |  |  |
| Who’s who on the Council and its Committees | Website  E-mail from Clerk  Parish Noticeboard  Hard copy from Clerk | Free  Free  Free  10p + postage |
| Contact details for Parish Clerk and Council members | Website  E-mail from Clerk  Parish Noticeboard  Hard copy from Clerk | Free  Free  Free  10p + postage |
| Location of main Council office and accessibility details | No Office/Not available  Website  Parish Noticeboard | N/A  Free  Free |
| Staffing structure | None/Not available | N/A |

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| **Class 2 – What we spend and how we spend it**  (Financial information –  Current and previous financial year) |  |  |
| Annual return form and report by auditor | Noticeboard at audit  Website  Hard Copy from Clerk | Free  Free  10p per sheet + postage |
| Finalised budget | E-mail  Hard copy from Clerk | Free  10p per sheet + postage |
| Precept | E-mail  Hard copy from Clerk | Free  10p per sheet + postage |
| Borrowing Approval letter | No letter/Not available | N/A |
| Standing Orders and Financial Regulations | E-mail  Hard copy from Clerk | Free  10p per sheet + postage |
| Grants given and received | E-mail  Hard copy from Clerk | Free  10p per sheet + postage |
| List of current contracts awarded and value of contract | E-mail  Hard copy from Clerk | Free  10p per sheet + postage |
| Members’ allowances and expenses | E-mail  Hard copy from Clerk | Free  10p per sheet + postage |

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| **Class 3 – Our priorities and progress**  (Strategies and plans, performance indicators, audits, inspections and reviews) | **How the information can be obtained** | **Cost** |
| Parish Plan | Email  Website  Hard copy from Clerk | Free  Free  10p per sheet +  postage |
| Annual Report to Parish Meeting | E-mail  Hard copy from Clerk | Free  10p per sheet + postage |
| Local charters drawn up in accordance with DCLG guidelines | No charters/Not available | N/A |

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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year    rr |  |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website | Free |
| Agendas of meetings (as above) | Noticeboard  E-mail  Hard copy from Clerk | Free  Free  10p + postage |
| Minutes of meetings (as above) | Website/Email  Hard copy from Clerk | Free  10p per sheet + postage |
| Reports presented to council meetings (current meeting only) | Hard copy from Clerk | 10p per sheet + postage |
| Responses to consultation papers  (current meeting only) | Hard copy from Clerk | 10p per sheet + postage |
| Responses to planning applications | Borough Council | N/A |
| Bye-laws | None/Not available | N/A |

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| **Class 5 – Our policies and procedures**  Current information only |  |  |
| 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 | E-mail  Hard copy from Clerk}  None/Not available  Hard copy from Clerk  Hard copy from Clerk  None/Not available | Free  10p per sheet + postage  N/A  10p per sheet + postage  10p per sheet +  postage  N/A |

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| **Class 5 – Our policies and procedures**  Current information only |  |  |
| Policies and procedures for the provision of services and 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 | None/Not available  None/Not available  None/Not available  None/Not available  None/Not available  None/Not available | N/A  N/A  N/A  N/A  N/A  N/A |
| Complaints procedures | E-mail  Hard copy from Clerk | Free  10p per sheet + postage |
| Information security policy | None/Not available | N/A |
| Records management policies (records retention, destruction and archive) | None/Not available | N/A |
| Data protection policies | None/Not available | N/A |
| Schedule of charges  (for the publication of information) | E-Mail  Hard copy | Free  10p per sheet + postage |

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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only |  |  |
| Any publicly available register or list | None/Not available | N/A |
| Assets Register | Hard copy from Clerk | 10p per sheet + postage |
| Disclosure log | None/Not available | N/A |
| Register of members’ interests | King’s Lynn Borough Council | Free |
| Register of gifts and hospitality | King’s Lynn Borough Council | Free |

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| **Class 7 – The services we offer**  Current information only |  |  |
| Allotments | Hard copy | 10p per sheet + postage |
| Burial grounds and closed churchyards | Hard copy | 10p per sheet + postage |
| Community centres and village halls | None/Not available | N/A |
| Parks, playing fields and recreational facilities | None/Not available | N/A |
| Seating, litter bins, clocks | Assets Register  Hard copy from Clerk | 10p per sheet + postage |
| Bus shelters | Assets Register  Hard copy from Clerk | 10p per sheet + postage |
| Markets | None/Not available | N/A |
| Public conveniences | None/Not available | N/A |
| Agency agreements | None/Not available | N/A |
| A summary of services for which the council is entitled to recover a fee, together with those fees | None/Not available | N/A |

**SCHEDULE OF CHARGES**

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Paper + copying facility |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| **Statutory Fee** | None | N/A |

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