

**Wimbotsham Parish Council**

**Information available under the Model Publication Scheme ICO**

<b>INFORMATION TO BE PUBLISHED</b>	<b>INFORMATION SOURCE</b>	<b>COST</b>
<b>Class1 - Who we are and what we do</b> 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 15p + postage
Contact details for Parish Clerk and Council members	Website E-mail from Clerk Parish Noticeboard Hard copy from Clerk	Free Free Free 15p + 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
<b>Class 2 – What we spend and how we spend it</b> (Financial information – Current and previous financial year)		
Annual return form and report by auditor	Noticeboard at audit Website Hard Copy from Clerk	Free Free 15p per sheet + postage
Finalised budget	E-mail Hard copy from Clerk	Free 15p per sheet + postage
Precept	E-mail Hard copy from Clerk	Free 15p per sheet + postage
Borrowing Approval letter	No letter/Not available	N/A
Standing Orders and Financial Regulations	E-mail Hard copy from Clerk	Free 15p per sheet + postage
Grants given and received	E-mail	Free

	Hard copy from Clerk	15p per sheet + postage
List of current contracts awarded and value of contract	E-mail Hard copy from Clerk	Free 15p per sheet + postage
Members' allowances and expenses	E-mail Hard copy from Clerk	Free 15p per sheet + postage

<b>Class 3 – Our priorities and progress</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>How the information can be obtained</b>	<b>Cost</b>
Parish Plan	Email Website Hard copy from Clerk	Free Free 15p per sheet + postage
Annual Report to Parish Meeting	E-mail Hard copy from Clerk	Free 15p per sheet + postage
Local charters drawn up in accordance with DCLG guidelines	No charters/Not available	N/A

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year		
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 15p + postage
Minutes of meetings (as above)	Website/Email Hard copy from Clerk	Free 15p per sheet + postage
Reports presented to council meetings (current meeting only)	Hard copy from Clerk	15p per sheet + postage
Responses to consultation papers	Hard copy from Clerk	15p per sheet + postage

(current meeting only)		
Responses to planning applications	Borough Council	N/A
Bye-laws	None/Not available	N/A

<b>Class 5 – Our policies and procedures</b> Current information only		
Policies and procedures for the conduct of council business:		
Procedural Standing Orders	E-mail Hard copy from Clerk}	Free 15p per sheet + postage N/A
Committee and sub-committee Terms of Reference	None/Not available	15p per sheet + postage
Delegated authority in respect of officers	Hard copy from Clerk	15p per sheet + postage
Code of Conduct	Hard copy from Clerk	N/A
Policy Statements	None/Not available	

<b>Class 5 – Our policies and procedures</b> Current information only		
Policies and procedures for the provision of services and staff:		
Internal policies relating to the delivery of services	None/Not available	N/A
Equality and Diversity Policy	None/Not available	N/A
Health and Safety Policy	None/Not available	N/A
Recruitment policies (including current vacancies)	None/Not available	N/A
Policies and procedures for handling requests for information	None/Not available	N/A
Complaints procedures	E-mail Hard copy from Clerk	Free 15p 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 15p per sheet + postage

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	None/Not available	N/A
Assets Register	Hard copy from Clerk	15p 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

<b>Class 7 – The services we offer</b> Current information only		
Allotments	Hard copy	15p per sheet + postage
Burial grounds and closed churchyards	Hard copy	15p 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	15p per sheet + postage
Bus shelters	Assets Register Hard copy from Clerk	15p 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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 15p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None	N/A

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