

Wimbotsham Parish Council

Information available under the Model Publication Scheme ICO

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 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

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 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

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 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

Class 4 – How we make decisions (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

Class 5 – Our policies and procedures 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		15p per sheet + postage
Code of Conduct	Hard copy from Clerk	15p per sheet + postage
Policy Statements	Hard copy from Clerk	N/A
	None/Not available	

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 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

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	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

Class 7 – The services we offer 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

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

Contact details:

Nicola Forrest
Eel Pie House
West Head Road
Stowbridge
Norfolk
PE34 3NR

Tel: 07557 118580

e-mail: clerk@wimbotsham-pc.gov.uk