**Information available from Wicklewood Parish Council under the model publication scheme**

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| --- | --- | --- |
| **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. |  |  |
| Who’s who on the Council and its Committees | WebsiteHard Copy | Free10p/sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | WebsiteHard Copy | Free10p/sheet |
| Location of main Council office and accessibility details | WebsiteHard Copy | Free10p/sheet |
| ~~Staffing structure~~ |  |  |
|  |  |  |
| **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 | (hard copy and/or website) |  |
| Annual return form and report by external auditor | WebsiteHard Copy | Free60p |
| Finalised budget | Hard Copy | 10p/sheet |
| Precept | Hard Copy | 10p/sheet |
| Borrowing Approval letter | Hard Copy | 10p/sheet |
| Financial Standing Orders and Regulations | Hard Copy | 10p/sheet |
| Grants given and received | Hard Copy | 10p/sheet |
| List of current contracts awarded and value of contract | Hard Copy | 10p/sheet |
| Members’ ~~allowances and~~ expenses | Hard Copy | 10p/sheet |
|  |  |  |
| **Class 3 – What our priorities are and how we are doing**(Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) |  |
| Parish Plan (current and previous year as a minimum) *NB: 2002 is last completed Parish Plan* | Hard Copy | 10p/sheet |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | WebsiteHard Copy | Free10/sheet |
| ~~Quality status~~ |  |  |
| ~~Local charters drawn up in accordance with DCLG guidelines~~ |  |  |
|  |  |  |
| **Class 4 – How we make decisions**(Decision making processes and records of decisions)Current and previous council year as a minimum | (hard copy or website) |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | WebsiteHard Copy | Free10p/sheet |
| Agendas of meetings (as above) | WebsiteHard Copy | Free10p/sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website Hard Copy | Free10p/sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy | 10p/sheet |
| Responses to consultation papers | Hard Copy | 10p/sheet |
| Responses to planning applications | Hard Copy | 10p/sheet |
| ~~By-laws~~ |  |  |
|  |  |  |
| **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 ordersFinancial Regulations Financial Risk AssessmentGeneral Risk AssessmentEqual Opportunities StatementComplaints Procedure | Hard CopyHard CopyHard CopyHard CopyHard CopyHard Copy | 10p/sheet10p/sheet10p/sheet10p/sheet10p/sheet10p/sheet |
| Policies and procedures for the provision of services and about the employment of staff:~~Internal policies relating to the delivery of services~~~~Health and safety policy~~~~Recruitment policies (including current vacancies)~~  | To follow, not currently available |  |
| ~~Information security policy~~ |  |  |
| ~~Records management policies (records retention, destruction and archive)~~ |  |  |
| ~~Data protection policies~~  |  |  |
| Schedule of charges (for the publication of information) *this document* | WebsiteHard Copy | Free10p/sheet |
|  |  |  |
| **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 (if any are held this should be publicised; in most circumstances existing access provisions will suffice)~~ |  |  |
| Assets Register  | Hard Copy | 10p/sheet |
| **Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)** | To follow, not currently available |  |
| Register of members’ interests | Hard Copy | 10p/sheet |
| ~~Register of gifts and hospitality~~ |  |  |
|  |  |  |
| **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 | Hard Copy | 10p/sheet |
| ~~Burial grounds and closed churchyards~~ |  |  |
| Community centres and village halls | Hard Copy | 10p/sheet |
| Parks, playing fields and recreational facilities | Hard Copy | 10p/sheet |
| ~~Seating, litter bins, clocks, memorials and lighting,~~ signs | Hard Copy | 10p/sheet |
| ~~Bus shelters~~ |  |  |
| ~~Markets~~ |  |  |
| ~~Public conveniences~~ |  |  |
| Agency agreements | Hard Copy | 10p/sheet |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard Copy | 10p/sheet |
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| **Additional Information**This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details:**

**Clerk to Wicklewood Parish Council**

Anne Panella

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Norwich

NR14 8UF

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**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost 7p/sheet  |
|  | Photocopying @ 15p per sheet (colour) | Actual cost 12p/sheet |
|  |  |  |
|  | Postage\*2nd Class up to 5 sheets 27p1st Class up to 5 sheets 36p2nd Class over 5 sheets, under 100g 42p1st Class over 5 sheets, under 100g 52pAll postage over 100g will be charged at cost price.  | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
|  |  |  |
| **Other** |  |  |
|  |  |  |

\* Unless requested by applicant, all information will be posted 2nd class.