



Information available from Wickmere Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website and electronic	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and electronic	
Location of main Council office and accessibility details	N.A.	
Staffing structure	Clerk is sole employee	

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 and electronic	
Finalised budget	Website and electronic	
Precept	Website	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Website and electronic	
Grants given and received	Website and electronic	
List of current contracts awarded and value of contract	Website	
Members' allowances and expenses	None	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish (current and previous year as a minimum)	Website (Minutes) and electronic	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Website and electronic</p>	
<p>Agendas of meetings (as above)</p>	<p>Website and electronic</p>	
<p>Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website and electronic</p>	
<p>Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website</p>	
<p>Responses to consultation papers</p>	<p>Website</p>	
<p>Responses to planning applications</p>	<p>NNDC Website</p>	
<p>Bye-laws</p>	<p>None</p>	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website and electronic None Clerk only Website and electronic Website and electronic</p>	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Policy & Risk Management for Routine Inspection of Play Area</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Clerk only – Contract of Employment</p> <p>Website and electronic</p> <p>Under 5 employees</p> <p>NA</p> <p>Clerk only</p> <p>Website and electronic</p> <p>Website and electronic</p>	
Information security policy	Website and electronic	
Records management policies (records retention, destruction and archive)	Website and electronic	
Data protection policies	Website and electronic	
Schedule of charges (for the publication of information)	See below	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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)	None	
Assets register	Website and electronic	
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)	None	
Register of members' interests	Refer to NNDC website	

Register of gifts and hospitality	None	
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		
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	Local Noticeboard and Website	
Play Area	None	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Wickmere Parish Council Risk Management Scheme	Website and electronic	
Risk Assessment for Allotments	NA	

Contact details:**Wickmere Parish Council**

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<https://wickmerepc.wixsite.com/wickmerepc>

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 @ 30p per sheet (black & white)	Actual cost *
	Photocopying @ 80p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 1 st or 2 nd class

* the actual cost incurred by the public authority, this may change from time to time