

Information available from Wickhambrook Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
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| Class1 - Who we are and what we do This will be current information only | | |
| Who's who on the Council | Website Hard copy – parish notice boards Hard copy – contact Clerk | Free Free 15p per sheet |
| Contact details for Parish Clerk and Council members (including telephone number and email address) | Website Hard copy – parish notice boards Hard copy – contact Clerk | Free Free 15p per sheet |
| Location of main Council office and accessibility details | Website Hard copy – parish notice boards Hard copy – contact Clerk | Free Free 15p per sheet |
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| Class 2 – What we spend and how we spend it Limited to current and previous financial years only | | |
| Annual return form | Hard copy – contact Clerk | 15p per sheet |
| Annual statutory report by auditor (internal and external) | Hard copy – contact Clerk | 15p per sheet |
| Finalised budget | Hard copy – contact Clerk | 15p per sheet |
| Precept request | Hard copy – contact Clerk | 15p per sheet |
| Financial Standing Orders and Regulations | Website Hard copy – contact Clerk | Free 15p per sheet |
| Grants given and received | Hard copy – contact Clerk | 15p per sheet |
| List of current contracts awarded and value of contract | Hard copy – contact Clerk | 15p per sheet |

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| Members' allowances and expenses | Hard copy – contact Clerk | 15p per sheet |
| Class 3 – What our priorities are and how we are doing | | |
| Parish Plan (summary document) | Hard copy – contact Clerk | 15p per sheet |
| Annual Report to Parish or Community Meeting | Website Hard copy – contact Clerk | Free 15p per sheet |
| Local charters drawn up in accordance with DCLG guidelines | Hard copy – contact Clerk | 15p per sheet |
| Class 4 – How we make decisions Limited to current and previous year only | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Hard copy – parish notice boards Hard copy – contact Clerk | Free Free 15p per sheet |
| Agendas of meetings (as above) | Website Hard copy – contact Clerk | Free 15p per sheet |
| Minutes of meetings (as above) | Website Hard copy – contact Clerk | Free 15p per sheet |
| Reports presented to council meetings | Hard copy – contact Clerk | 15p per sheet |
| Responses to consultation papers | Hard copy – contact Clerk | 15p per sheet |
| Responses to planning applications | Hard copy – contact Clerk | 15p per sheet |
| Bye-laws | Hard copy – contact Clerk | 15p per sheet |
| Class 5 – Our policies and procedures Current information only | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements | Website Hard copy – contact Clerk | Free 15p per sheet |

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| <p>Policies and procedures for the provision of services and about the employment of staff:</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>Website</p> <p>Hard copy – contact Clerk</p> | <p>Free</p> <p>15p per sheet</p> |
| Records management policies (records retention, destruction and archive) | Hard copy – contact Clerk | 15p per sheet |
| Schedule of charges (for the publication of information) | <p>Website</p> <p>Hard copy – contact Clerk</p> | <p>Free</p> <p>15p per sheet</p> |
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| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | | |
| Any publicly available register or list | Hard copy – contact Clerk | 15p per sheet |
| Assets Register | <p>Website</p> <p>Hard copy – contact Clerk</p> | <p>Free</p> <p>15p per sheet</p> |
| Disclosure log | Available for inspection – contact Clerk | |
| Register of members' interests | Available for inspection – contact Clerk | |
| Register of gifts and hospitality | Available for inspection – contact Clerk | |
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| <p>Class 7 – The services we offer</p> <p>Current information only</p> | | |
| Burial grounds and closed churchyards | Available for inspection – contact Clerk | |

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| Play area and recreational facilities | Website Hard copy – contact Clerk | Free 15p per sheet |
| Seating, litter bins and memorials. | Hard copy – contact Clerk | 15p per sheet |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website Hard copy – contact Clerk | Free 15p per sheet |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Members' Declarations of Acceptance of Office | Available for inspection – contact Clerk | |
| Job descriptions | Hard copy – contact Clerk | 15p per sheet |

Requests for Information:

Requests for information should be made to the Parish Clerk:

Telephone: 01440 821861

Post: Serendipity
Wickhambrook
Newmarket
Suffolk, CB8 8UW

Email: parishclerk@wickhambrook.org

Note that in the above scheme, for certain classes a limitation on the age of some documents has been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the model publication scheme.

Charges will be raised for the provision of copies of the documents or information at 15p per sheet; being the actual cost incurred by the Parish Council to provide each copy. Postage, if required, will be charged at actual cost of Royal Mail standard 2nd class post. These

charges are adopted for all Freedom of Information requests but those that include information not included in this model publication scheme may be subject to a £25.00 per hour charge for detailed research.

This guide to information available under the Model Publication scheme was adopted by Wickhambrook Parish Council at its Meeting held on 26 May 2016.

Review date: May2017