

Information available from Wickhambrook Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - 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
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

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

<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>
<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	
<p>Class 7 – The services we offer</p> <p>Current information only</p>		
Burial grounds and closed churchyards	Available for inspection – contact Clerk	

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 25 May 2017

Review date: May 2018