

Information available from Wickhambrook 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</p> <p>This will be current information only</p>		
<p>Who's who on the Council and its Committees Contact details for Parish Clerk Contact details (in accordance with GDPR) for Council members Details of accessibility to Parish Council</p>	<p>Available free on website address: https://wickhambrook.org Available free on noticeboards or hard copy from Clerk</p>	<p>See below **See below **see below **</p>
<p>Staffing Structure</p>	<p>Clerk to Parish Council</p>	<p>See below ** See below ** See schedule of Charges</p>
<p>Location of main Council office and accessibility details</p>	<p>There is no parish council office. Meetings are generally held in The Pavilion, Wickhambrook Memorial Social Centre, Cemetery Road, Wickhambrook Clerk's office hours are generally mornings, Monday to Friday</p>	<p>See below ** See below ** See schedule of Charges</p>
<p>Class 2 – What we spend and how we spend it</p> <p>Available from Financial Years 2018-19 onwards</p>	<p>Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*</p>	<p>See below **</p>

Annual Governance & Accountability Return form	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See below**
Annual statutory report by auditor (internal and external)	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See schedule of Charges **
Finalised budget	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See schedule of Charges **
Precept request	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See schedule of charges **

Financial Standing Orders and Regulations	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See below **
Grants given and received	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See below **
List of current contracts awarded and value of contract	Hard copy – contact Clerk	See schedule of charges **
Members’ allowances and expenses	Hard copy – contact Clerk	See schedule of charges **

Class 3 – What our priorities are and how we are doing		
Parish Plan (summary document)	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See below ** See schedule of charges
Annual Report to Parish or Community Meeting	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See below ** See schedule of charges
Local charters drawn up in accordance with DCLG guidelines – (none at present)	Available free on website address https://wickhambrook.org or hard copy from Clerk*	See schedule of charges **
Class 4 – How we make decisions		
Limited to current and previous 3 years only		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available free on website address https://wickhambrook.org or hard copy from Clerk*	See schedule of charges **
Agendas of meetings	Available free on website address https://wickhambrook.org/parish-council-agenda/ or hard copy from Clerk*	See schedule of charges **
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)	Available free on website address https://wickhambrook.org/parish-	See schedule of charges **

	council/minutes/ or hard copy from Clerk*	
Reports presented to council meetings (this will exclude information that is regarded as private to the meetings)	Available free on website address https://wickhambrook.org/parish-council-agenda/ or hard copy from Clerk*	Free See schedule of charges
Responses to consultation papers	On request to the Clerk	See below *
Responses to planning applications (note these are reported in the minutes)	Available on West Suffolk Planning Portal	See below *
Bye-laws (none at present)	On Request to the Clerk	See below*
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	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See below **
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See below **

Records management policies (records retention, destruction and archive)	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See below**
Schedule of charges (for the publication of information)	attached to this register	See below **
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Hard copy – contact Clerk *	See below**
Assets Register	Available free on website address https://wickhambrook.org/parish-council/documents/ or hard copy from Clerk*	See below **
Disclosure log (indication the information that has been provided in response to requests)	on request to the Clerk *	See below**
Register of members' interests	link available via website	
Register of gifts and hospitality	On request to the parish Clerk*	See below**

Class 7 – The services we offer		
Current information only		
Burial grounds and closed churchyards (for fees and charges & policies)	Available free on website address https://wickhambrook.org/cemetery/ or hard copy from Clerk*	See below**
Play area and recreational facilities	Available free on website address https://wickhambrook.org/cemetery/ or hard copy from Clerk*	See below **
Seating, litter bins and memorials.	on request to Parish Clerk	See below**
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	See below **
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	On request to parish clerk	See below**
Job descriptions	On request to parish clerk	see below**

Requests for Information:

Requests for information should be made to the Parish Clerk, Hilary Workman

Telephone: 07508 039810
Post: 3 Farriers Close, Great Barton, Bury St Edmunds, Suffolk IP31 2FP
Email: parishclerk@wickhambrook.org.uk

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.

Schedule of Charges

This describes how the charges have been arrived at and is published as part of the guide

Type of Charge	Description	Basis of Charge – cost of stationery & admin time
Disbursement cost	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail
Statutory fee		In accordance with the relevant legislation

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.