

## WICKEN PARISH COUNCIL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>  <b>(Organisational information, structures, locations and contacts)</b></p> <p><b>This will be current information only.</b></p>	Website	
<p><b>Who's who on the Council and its Committees</b></p>	Website	
<p><b>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</b></p>	Website	
<p><b>Location of main Council office and accessibility details</b></p>	Website	
<p><b>Staffing structure</b></p>	N/A	
<p><b>Class 2 – What we spend and how we spend it</b>  <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b></p> <p><b>Current and previous financial year as a minimum</b></p>	Website or hard copy from the Parish Clerk	
<p><b>Annual return form and report by auditor</b></p>	Website or hard copy from the Parish Clerk	10p per sheet

<b>Finalised budget</b>	Hard copy from the Clerk	10p per sheet
<b>Precept</b>	Hard copy from the Clerk	10p per sheet
<b>Borrowing Approval letter</b>	Hard copy from the Clerk	10p per sheet
<b>Financial Standing Orders and Regulations</b>	Website	
<b>Grants given and received</b>	Hard copy from the Clerk	10p per sheet
<b>List of current contracts awarded and value of contract</b>	Hard copy from the Clerk	10p per sheet
<b>Members' allowances and expenses</b>	Website	
<b>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</b>	(hard copy or website)	
<b>Parish Plan (current and previous year as a minimum)</b>	n/a	
<b>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</b>	Website	
<b>Quality status</b>	In process of obtaining quality status	
<b>Local charters drawn up in accordance with DCLG guidelines</b>		
<b>Class 4 – How we make decisions (Decision making processes and records of decisions)  Current and previous council year as a minimum</b>	(hard copy or website)	

<b>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</b>	Website	
<b>Agendas of meetings (as above)</b>	Website and notice board Parish Council Facebook page	
<b>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</b>	Website and notice board Parish Council Facebook page	
<b>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</b>	Hard copy from Clerk	10p per sheet
<b>Responses to consultation papers</b>	Hard copy from Clerk	10p per sheet
<b>Responses to planning applications</b>	Website (minutes)	
<b>Bye-laws</b>	n/a	
<b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</b>  <b>Current information only</b>	(hard copy or website)	
<b>Policies and procedures for the conduct of council business:</b>  <b>Procedural standing orders</b> <b>Committee and sub-committee terms of reference</b> <b>Delegated authority in respect of officers</b> <b>Code of Conduct</b> <b>Policy statements</b>	Website  n/a Website Website	
<b>Policies and procedures for the provision of services and about the employment of staff:</b>		

<b>Internal instructions to staff and policies relating to the delivery of services</b> <b>Equality and diversity policy</b> <b>Health and safety policy</b> <b>Recruitment policies (including current vacancies)</b> <b>Policies and procedures for handling requests for information</b> <b>Complaints procedures (including those covering requests for information and operating the publication scheme)</b>	Website Website Website Website Website	
<b>Information security policy</b>	Website	
<b>Records management policies (records retention, destruction and archive)</b>	Website	
<b>Data protection policies</b>	Website	
<b>Schedule of charges (for the publication of information)</b>	Website	
<b>Class 6 – Lists and Registers</b>  <b>Currently maintained lists and registers only</b>	(hard copy or website; some information may only be available by inspection)	
<b>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</b>	Hard copy from Clerk	10p per sheet
<b>Assets register</b>	Hard copy from Clerk	10p per sheet
<b>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)</b>	N/a	
<b>Register of members' interests</b>	Website	
<b>Register of gifts and hospitality</b>	Hard copy from Clerk	10p per sheet
<b>Class 7 – The services we offer</b> <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>	(hard copy or website; some information may only be available by inspection)	

<b>Current information only</b>		
<b>Allotments</b>	Website Hard copy from Clerk	10p per sheet
<b>Burial grounds and closed churchyards</b>	Hard copy from Clerk	10p per sheet
<b>Community centres and village halls</b>	Website	
<b>Parks, playing fields and recreational facilities</b>	Website	
<b>Seating, litter bins, clocks, memorials and lighting</b>	Hard copy form Clerk	10p per sheet
<b>Bus shelters</b>	Hard copy from Clerk	10p per sheet
<b>Markets</b>	N/a	
<b>Public conveniences</b>	N/a	
<b>Agency agreements</b>	Hard copy form Clerk	10p per sheet
<b>Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</b>	Hard copy from Clerk	10p per sheet

**Contact details:**

Parish Clerk:  
Rachel Earl  
42 Chapel Lane  
Wicken  
CB7 5XZ  
01353 723619

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority