

## Information available from Wretton Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained | Cost  |
|---|-------------------------------------|-------|
| <p><b>Class1 - Who we are and what we do</b><br/>(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   | As above                            | N/A   |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | As above                            | N/A   |
| Location of main Council office and accessibility details   | Contact Clerk                       | N/A   |
| Staffing structure  | Clerk is only employee              | N/A   |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>                                     |                                     |       |
| Annual return form and report by auditor  | Hard copy available form Clerk      | £2.00 |

|  |                                |                          |
|--|--------------------------------|--------------------------|
| Finalised budget   | Hard copy available form Clerk | 50p per sheet            |
| Precept  | Contact Clerk                  | N/A                      |
| Borrowing Approval letter  | N/A                            | N/A                      |
| Financial Standing Orders and Regulations  | Hard Copy available from Clerk | 50p per sheet            |
| Grants given and received  | N/A                            | N/A                      |
| List of current contracts awarded and value of contract  | Contact Clerk                  | Copying<br>50p per sheet |
| Members' allowances and expenses   | N/A                            | N/A                      |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) |                                |                          |
| Parish Plan (current and previous year as a minimum)   | N/A                            | N/A                      |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | Hard copy available form Clerk | 50p per sheet            |
| Quality status   | N/A                            | N/A                      |
| Local charters drawn up in accordance with DCLG guidelines   | N/A                            | N/A                      |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)   |                                |                          |
| Current and previous council year as a minimum   |                                |                          |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | Contact Clerk or see website   | N/A                      |

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|--|---|---------------|
| Agendas of meetings (as above)   | Hard copy available from Clerk or see website                         | 50p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.   | Hard copy available from Clerk or see website                         | 50p per sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.  | Hard copy available from Clerk  | 50p per sheet |
| Responses to consultation papers   | Hard copy available from Clerk  | 50p per sheet |
| Responses to planning applications   | Hard copy available from Clerk  | 50p per sheet |
| Bye-laws   | N/A   | N/A           |
| <p><b>Class 5 – Our policies and procedures</b><br/> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>   |   |               |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements | Hard copy of Standing Orders and Code of Conduct available from Clerk | 50p per sheet |
| Policies and procedures for the provision of services and about the employment of staff:   | Hard copy of Clerks Contract available from Clerk                     | £3.00         |

|  |   |                 |
|--|---|-----------------|
| Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme)                          | Further information regarding procedures available from Clerk | 50p per sheet   |
| Schedule of charges (for the publication of information)   | Website   | N/A             |
| <b>Class 6 – Lists and Registers</b>   |   |                 |
| Currently maintained lists and registers only  |   |                 |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)   | N/A   | N/A             |
| Assets Register  | Hard copy available from Clerk                                | 50p per sheet   |
| Register of members' interests   | Hard copy available from Clerk                                | 50p per sheet   |
| Register of gifts and hospitality  | N/A   | N/A             |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | N/A   | N/A             |
| Allotments   | N/A   | N/A             |
| Burial grounds and closed churchyards  | N/A   | N/A             |
| Community centres and village halls  | N/A   | N/A             |
| Parks, playing fields and recreational facilities  | Information available from Clerk                              | Copying 50p per |

|   |                                  |                       |
|---|----------------------------------|-----------------------|
|   |                                  | sheet                 |
| Seating, litter bins and lighting   | Information available from Clerk | Copying 50p per sheet |
| Bus shelters  | Information available from Clerk | Copying 50p per sheet |
| Markets   | N/A                              | N/A                   |
| Public conveniences   | N/A                              | N/A                   |
| Agency agreements   | N/A                              | N/A                   |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Information available from Clerk | Copying 50p per sheet |
|   |                                  |                       |
| <b>Additional Information</b>   |                                  |                       |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above        |                                  |                       |
|   |                                  |                       |
|   |                                  |                       |
|   |                                  |                       |
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**Contact details:**

**Clerk – Mrs Jane Scarrott, Warren House, Brandon Road, Methwold, Thetford, Norfolk, IP26 4RL**

**Tel: 01366 728238**

**E-mail: [janescarrott@btinternet.com](mailto:janescarrott@btinternet.com) or [clerk@wretton.org.uk](mailto:clerk@wretton.org.uk)**

**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 @ 50p per sheet (black & white) | Actual cost *  |
|                          |  |  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
|                          |  |  |
| <b>Statutory Fee</b>     | N/A  | In accordance with the relevant legislation (quote the actual statute) |
|                          |  |  |
| <b>Other</b>             |  |  |
|                          |  |  |

\* the actual cost incurred by the public authority

