

Information available from Wreningham 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 (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>	<p>(hard copy and/or website) Website: Wreningham.org</p> <p>From Parish Clerk</p> <p>This information is also on the South Norfolk Website and published in the Mardle for circulation to residents</p>	<p>Cost of copying and related admin charges</p>
<p>Who's who on the Council and its Committees</p>	<p>Website: Wreningham.org</p> <p>This information is in the Mardle when changes are made</p> <p>From the parish clerk</p>	<p>Cost of copying and related admin charges</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>South Norfolk Website</p>	

	Wreningham.org Wreningham notice boards Parish Clerk	Cost of copying and related admin charges
Location of main Council office and accessibility details	South Norfolk Website Wreningham.org Parish Clerk Wreningham notice boards	Cost of copying and related admin charges
Staffing structure	Parish Clerk	Cost of copying and related admin charges
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Parish Clerk	Cost of copying and related admin charges
Finalised budget		
Precept		
Borrowing Approval letter	None prepared	

Financial Standing Orders and Regulations	Parish Clerk	Cost of copying and related admin charges
Grants given and received	Parish Clerk	Cost of copying and related admin charges
List of current contracts awarded and value of contract	Parish Clerk	Cost of copying and related admin charges
Members' allowances and expenses	Parish Clerk	Cost of copying and related admin charges
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	To be completed 2009	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Clerk	Cost of copying and related admin charges
Quality status	The Parish has decided not to go for quality status at this time	
Local charters drawn up in accordance with DCLG guidelines	Parish Clerk	Cost of copying and related admin charges
Class 4 – How we make decisions	(hard copy or website)	

(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)	Parish Clerk	Cost of copying and related admin charges
Agendas of meetings (as above)	Parish Clerk	Cost of copying and related admin charges
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk	Cost of copying and related admin charges
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk	Cost of copying and related admin charges
Responses to consultation papers	Parish Clerk	Cost of copying and related admin charges
Responses to planning applications	Parish Clerk/South Norfolk Website	Cost of copying and related admin charges
Bye-laws	Parish Clerk	Cost of copying and related admin charges
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Parish Clerk	Cost of copying and related admin charges
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Parish Clerk	Cost of copying and related admin charges
Information security policy	Parish Clerk	Cost of copying and related admin charges
Records management policies (records retention, destruction and archive)	Parish Clerk	Cost of copying and related admin charges

Data protection policies	Parish Clerk	Cost of copying and related admin charges
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Parish Clerk	Cost of copying and related admin charges
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)	Not held	
Register of members' interests	Parish Clerk	Cost of copying and related admin charges
Register of gifts and hospitality	Parish Clerk	Cost of copying and related admin charges
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	None	

Burial grounds and closed churchyards	Parish Clerk	Cost of copying and related admin charges
Community centres and village halls	Village Hall committee Chairman	
Parks, playing fields and recreational facilities	Parish Clerk	Cost of copying and related admin charges
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	Cost of copying and related admin charges
Bus shelters	Parish Clerk	Cost of copying and related admin charges
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Parish Clerk	Cost of copying and related admin charges
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details:

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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 11p per sheet (black & white)	Actual cost *
	Photocopying @50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the

		relevant legislation (quote the actual statute)
Other	May incur admin fee if large amounts of information are requested	POA

* the actual cost incurred by the public authority