

Information available from Walberswick Parish Council under the model publication scheme – reviewed and adopted 04.03.13, implementation date 01.06.13

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who on the Council and its Committees	Website – www.walberswick.suffolk.gov.uk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website – www.walberswick.suffolk.gov.uk	Free
Location of main Council office and accessibility details	Website – www.walberswick.suffolk.gov.uk	Free
Staffing structure	Website – www.walberswick.suffolk.gov.uk	Free
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		
Report by auditor	From the Clerk	10p per A4 Sheet
Finalised budget	Website – www.walberswick.suffolk.gov.uk	10p per A4 Sheet
Precept	Website – www.walberswick.suffolk.gov.uk	10p per A4 Sheet
Borrowing Approval letter	N/A	
Standing Orders and Regulations	Website – www.walberswick.suffolk.gov.uk	10p per A4 Sheet
Grants given and received	From the Clerk	10p per A4 Sheet
List of current contracts awarded and value of contract	From the Clerk	10p per A4 Sheet
Members' allowances and expenses	From the Clerk	10p per A4 Sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Council not involved	
Chairman's Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – www.walberswick.suffolk.gov.uk	
Quality status	N/A	

Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (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)	Website – www.walberswick.suffolk.gov.uk	
Agendas of meetings (as above)	Notice board & Website – www.walberswick.suffolk.gov.uk	
Minutes of meetings (as above)	Website – www.walberswick.suffolk.gov.uk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk	10p per A4 Sheet
Responses to consultation papers	From the Clerk	10p per A4 Sheet
Responses to planning applications	From the Clerk	10p per A4 Sheet
Bye-laws	From the Clerk	10p per A4 Sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website – www.walberswick.suffolk.gov.uk	
Policies and procedures for the provision of services and about the employment of staff: 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	None None None None Website – www.walberswick.suffolk.gov.uk	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website – www.walberswick.suffolk.gov.uk	

Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Website – www.walberswick.suffolk.gov.uk	
Data protection policies	N/A	
Schedule of charges)for the publication of information)	Website – www.walberswick.suffolk.gov.uk	
Class 6 – Lists and Registers		
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)	Planning Application Register, from the Clerk	10p per A4 Sheet
Assets Register	From the Clerk	10p per A4 Sheet
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)	N/A	
Register of members' interests	From the Clerk	10p per A4 Sheet
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website – www.walberswick.suffolk.gov.uk	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	From the Clerk	10p per A4 Sheet
Seating, litter bins, clocks, memorials and lighting	From the Clerk	10p per A4 Sheet
Bus shelters	From the Clerk	10p per A4 Sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	From the Clerk	10p per A4 Sheet
Additional Information		
N/A		

Contact details:

The Parish Clerk
Heritage Hut, The Green, Walberswick, Suffolk IP18 6UL
E Mail: pc@walberswick.suffolk.gov.uk

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p 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		

* the actual cost incurred by the public authority