

Weybourne Parish Council Model Publication Scheme

Information available from Weybourne Parish Council under the model publication scheme:

Information to be published	How the information can be obtained (hard copy of website)	Cost
Class1 - 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	Free
Contact details for Parish Clerk (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a	
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	Accounts and Audit: Website Paper Copy available/Website	Free
Annual return form and report by auditor	Website	Free

Finalised budget	Website/minutes	Free
Precept	Website/minutes	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website/minutes	Free
List of current contracts awarded and value of contract	Website/minutes	Free
Members' allowances and expenses	Website/minutes	Free
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	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Annual Parish Meeting Minutes/Website	Free
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 and any committee/sub-committee meetings and parish meetings)	Website/notice board	Free
Agendas of meetings (as above)	Website	Free

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	From Clerk	Free
Responses to consultation papers	n/a	
Responses to planning applications	Planning Authority website	Free
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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/Clerk n/a Website Website Website	Free Free Free Free Free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equal opportunities policy Health and safety policy	n/a Website Website	Free Free Free

Recruitment policies (including current vacancies)	Website	Free
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
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)	n/a	
Assets register	Website	Free
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	North Norfolk District Council website/clerk	Free
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)	(hard copy or website; some information may only be available by inspection)	

Current information only		
Allotments	Apply to clerk	Free
Burial grounds and closed churchyards	Apply to clerk	Free
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Apply to clerk	Free
Seating, litter bins, clocks, memorials and lighting	See asset register	Free
Bus shelters	See asset register	Free
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Apply to clerk	Free

Contact details:

Parish Clerk: Catherine Fletcher, 11 Oakfield Road, Aylsham, Norwich, NR11 6AL

Telephone: 07402 722 482 email: weybournepc@gmail.com

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 @ 6p per sheet (black & white)	Actual cost *
	Photocopying @ 10p 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