

# Wiggenhall St Mary Magdalen Parish Council

## Information available under Freedom of Information

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
<b>Class1 - Who we are and what we do</b> Current information only		
Who's who on the Council and its Committees	Website Hard copy from Clerk	Free 10p + postage
Contact details for Parish Clerk and Council members	Website Hard copy from Clerk	Free 10p + postage
Location of main Council office and accessibility details	No Office/Not available Contact Parish Clerk - See above	N/A
Staffing structure	None/Not available	N/A

<b>Class 2 – What we spend and how we spend it</b> (Financial information – Current and previous financial year)		
Annual return form and report by auditor	Website Noticeboard at audit Hard Copy from Clerk	Free 10p per sheet + postage
Finalised budget	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Precept	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Borrowing Approval letter	Hard copy from Clerk	10p per sheet + postage
Standing Orders and Financial Regulations	Website Hard copy from Clerk	Free 10p per sheet + postage
Grants given and received	E-mail Hard copy from Clerk	Free 10p per sheet + postage
List of current contracts awarded and value of contract	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Members' allowances and expenses	E-mail Hard copy from Clerk	Free 10p per sheet + postage

<b>Class 3 – Our priorities and progress</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>How the information can be obtained</b>	<b>Cost</b>
---	--	-------------

Parish Plan	Available on website	Free
Annual Report to Parish Meeting	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Quality Status	No Quality Status/Not available	N/A
Local charters drawn up in accordance with DCLG guidelines	No charters/Not available	N/A

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Noticeboard	Free Free
Agendas of meetings (as above)	Noticeboard Website Hard copy from Clerk	Free Free 10p + postage
Minutes of meetings (as above)	Website Hard copy from Clerk	Free 10p per sheet + postage
Reports presented to council meetings (current meeting only)	Hard copy from Clerk	10p per sheet + postage
Responses to consultation papers (current meeting only)	Hard copy from Clerk	10p per sheet + postage
Responses to planning applications	Borough Council	N/A
Bye-laws	None/Not available	N/A

<b>Class 5 – Our policies and procedures</b> 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 Hard copy from Clerk  None/Not available  Hard copy from Clerk Hard copy from Clerk  None/Not available	Free 10p per sheet + postage N/A  10p per sheet + postage 10p per sheet + postage N/A

<b>Class 5 – Our policies and procedures</b> Current information only		
Policies and procedures for the provision of services and staff:		
Internal policies relating to the delivery of services	None/Not available	N/A
Equality and Diversity Policy		
Health and Safety Policy	None/Not available	N/A
Recruitment policies (including current vacancies)	None/Not available	N/A
Policies and procedures for handling requests for information	None/Not available	N/A
Complaints procedures	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Information security policy	E-mail Hard copy from Clerk	N/A
Records management policies (records retention, destruction and archive)	E-mail Hard copy from Clerk	N/A
Data protection policies	E-mail Hard copy from Clerk	N/A
Schedule of charges (for the publication of information)	E-Mail Hard copy	Free 10p per sheet + postage

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	None/Not available	N/A
Assets Register	Website Hard copy from Clerk	Free 10p per sheet + postage
Disclosure log	None/Not available	N/A
Register of members' interests	King's Lynn Borough Council	Free
Register of gifts and hospitality	King's Lynn Borough Council	Free

<b>Class 7 – The services we offer</b> Current information only		
Paddock/Grazing/Allotment land	Hard copies of registers by inspection only	N/A
Burial grounds and closed churchyards	Hard copies of registers by inspection only	N/A
Community centres and village halls	None/Not available	N/A
Parks, playing fields and recreational facilities	None/Not available	N/A
Seating, litter bins, clocks	Assets Register Website Hard copy from Clerk	Free 10p per sheet + postage
Bus shelters	Assets Register Website Hard copy from Clerk	Free 10p per sheet + postage
Markets	None/Not available	N/A
Public conveniences	None/Not available	N/A
Agency agreements	None/Not available	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (Allotment and Cemetery fees)	Website Hard copy	Free 10p per sheet + postage

### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None	N/A

### **Contact details:**

Sheila Goodwin  
42 Stow Road  
Magdalen  
King's Lynn  
PE34 3BX

Tel: 01553 811136  
e-mail: magdalenparishcouncil@gmail.com

Publication Scheme adopted by Magdalen Parish Council 10<sup>th</sup> November 2008.  
Last reviewed March 2023