

Wiggenhall St Mary Magdalen Parish Council

Information available under Freedom of Information

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class1 - Who we are and what we do 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

Class 2 – What we spend and how we spend it (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

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

Class 4 – How we make decisions (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

Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business:		
Procedural Standing Orders	Website Hard copy from Clerk None/Not available	Free 10p per sheet + postage N/A
Committee and sub-committee Terms of Reference	Hard copy from Clerk	10p per sheet + postage
Delegated authority in respect of officers	Hard copy from Clerk	10p per sheet + postage
Code of Conduct	None/Not available	N/A
Policy Statements		

Class 5 – Our policies and procedures Current information only		
Policies and procedures for the provision of services and staff:		
Internal policies relating to the delivery of services Equality and Diversity Policy	None/Not available	N/A
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

Class 6 – Lists and Registers 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

Class 7 – The services we offer 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

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

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