

## Information available from Wickmere with Wolterton Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>  Current information only	Wickmere and Wolterton Parish Council  Website: <a href="http://wickmerepc.info">wickmerepc.info</a> and electronic	
List of Council members and their responsibilities as well a list of Council Committees	Website: <a href="http://wickmerepc.info">wickmerepc.info</a> and electronic	
Contact details for Parish Clerk	Website: <a href="http://wickmerepc.info">wickmerepc.info</a> and electronic	
Location of main Council office and accessibility details	N/A	
Staffing structure	Clerk is sole employee	
<b>Class 2 – What we spend and</b>		

<b>how we spend it</b>		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Current and previous financial year as a minimum	Website: wickmerepc.info and electronic	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website: wickmerepc.info and electronic	
Finalised budget	Website: wickmerepc.info and electronic	
Precept	Website: wickmerepc.info	
Borrowing Approval letter	None	
All items of expenditure above £100	Website: wickmerepc.info and electronic	
Financial Standing Orders and Regulations	Website: wickmerepc.info and electronic	
Grants given and received	Website: wickmerepc.info and electronic	
List of current contracts awarded and value of contract		
Members' allowances and expenses	None	
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)		

Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website: wickmerepc.info and electronic	
Parish Plan	None	
Annual Report to Parish or Community Meeting	Website: wickmerepc.info Minutes and electronic	
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
<b>Class 4 – How we make decisions</b>  (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: wickmerepc.info and electronic	
Agendas of meetings (as above)	Website: wickmerepc.info and electronic	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website: wickmerepc.info and electronic	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website: wickmerepc.info	
Responses to consultation papers	Website: wickmerepc.info	

Responses to planning applications	Website: North Norfolk District Council	
Bye-laws	None	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website and electronic None  Clerk only  Website: wickmerepc.info and electronic	
Policies and procedures for the provision of services and about the employment of staff:  <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Clerk only – contract of employment Website Under 5 employees Clerk only  Website and electronic Website and electronic	
Records management, personal data and	Website and	

access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection	electronic	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	None	
Assets register, including details of public land and building assets	Website and electronic	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	None	
Register of members' interests	Refer to NNDC website	
Register of gifts and hospitality	None	
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	Local Noticeboard and website	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials	Website	

and lighting		
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	None	
<b>Additional Information</b>		
Information not itemised in the lists above		

## Contact Details:

### **Wickmere with Wolterton Parish Council**

Parish Clerk: V R Tovell, 10 Church Close, Coltishall, Norwich  
NR12 7DL

Email: [clerk@wickmere-pc.gov.uk](mailto:clerk@wickmere-pc.gov.uk)  
<https://wickmerepc.info>

## Schedule of charges

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred