

Witcham Parish Council Publication Scheme Schedule (Reviewed 8 September 2021)

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and any Committees/Working Parties	Website Parish Council Notice Boards Annual Reports Hard copy – contact clerk	Free Free Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Parish Council Notice Boards Annual Reports Newsletters Hard copy – contact clerk	Free Free Free Free 10p/sheet
Location of main Council office and accessibility details <ul style="list-style-type: none"> • No office • Meetings Witcham Village Hall 	Hard copy – contact clerk	10p/sheet
Staffing structure <ul style="list-style-type: none"> • Clerk only in post (22hrs a month) 	-	-
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		
Annual return form and report by auditor	Website Hard copy – contact clerk	Free 10p/sheet
Finalised budget	Hard copy – contact clerk	10p/sheet
Precept	Hard copy – contact clerk	10p/sheet
Borrowing Approval letter – <ul style="list-style-type: none"> • Parish Council has none 		
Financial Standing Orders and Regulations	Website Hard copy – contact clerk	Free 10p/sheet
Grants given and received	Hard copy – contact clerk	10p/sheet

List of current contracts awarded and value of contract	Hard copy – contact clerk	10p/sheet
Members' allowances and expenses <ul style="list-style-type: none"> Members claim no allowances/expenses 	-	-
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		
Parish Plan (current and previous year as a minimum) <ul style="list-style-type: none"> No Current Parish Plan: Current Long-term Projects extension of Cemetery, refurbishment of play/leisure equipment, tree replacement programme recreation ground as recorded in Minutes 	Website Hard copy – contact clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Delivered to household May/Jun Hard copy – contact clerk	Free Free 10p/sheet
Quality status – Not now applicable to Witcham Parish Council	-	
Local charters drawn up in accordance with DCLG guidelines - None	-	
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 Noticeboard Hard copy – contact clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Noticeboard (prior to each meeting) Hard copy – contact clerk	Free Free 10p/sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Noticeboard (after to each meeting) Hard copy – contact clerk	Free Free 10p/sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	10p/sheet
Responses to consultation papers	Hard copy – contact clerk	10p/sheet
Responses to planning applications	Hard copy – contact clerk ECDC Planning portal	10p/sheet Free

Bye-laws (if any)	Hard copy – contact clerk	10p/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 (if any) terms of reference Delegated authority in respect of officers (if any)	Hard copy – contact clerk See Standing Orders See Standing Orders and Financial Regulations	10p/sheet
Code of Conduct Policy statements	Hard copy – contact clerk Hard copy – contact clerk	10p/sheet 10p/sheet
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 Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme))) Hard copy – contact clerk)))	10p/sheet
Information security policy	Hard copy – contact clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact clerk	10p/sheet
Data protection policies	Hard copy – contact clerk	10p/sheet
Schedule of charges (for the publication of information)	Hard copy – contact clerk	10p/sheet
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) None	-	
Assets register	Hard copy – contact clerk	10p/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)	Not applicable	
Register of members' interests	Originals held by ECDC Hard copy available from Clerk	10p/sheet
Register of gifts and hospitality	Originals held by ECDC	10p/sheet

	Hardcopy available from Clerk	
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 – None administered by Witcham Parish Council		
Burial grounds and closed churchyards	Contact Clerk – inspection only	Free
Community centres and village halls - None administered by Witcham Parish Council		
Playing fields and recreational facilities (No parks)	Contact Clerk – inspection only	Free
Seating, litter bins and lighting (No clocks or memorials)	Contact Clerk – inspection only	Free
Bus shelters (one)	Contact Clerk – inspection only	Free
Markets - None	-	
Public conveniences - None	-	
Agency agreements - None	-	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact clerk (Burials)	10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newsletter (usually 4 per annum)	Delivered to households Website Hard copy – contact Clerk	Free Free 10p/sheet
Access to monthly Parish Newsletter “What’s On” (produced by volunteers, supported by Parish Council)	Delivered to households	Free
Witcham Parish Council Annual Report	Delivered to households Website Hard copy – contact Clerk Presented to Annual Parish Meeting set between March and June each year	Free Free 10p/sheet Free

Contact details: Mrs S J Bell
Clerk Witcham Parish Council
Email: Clerk@witchamparishcouncil.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 Copies of recorded information/documents requested within Council's Publication Scheme	Photocopying @ 10p per sheet (black & white)	Actual cost * Estimate available
	Photocopying (colour) Not available	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee Copies of recorded information/documents requested outside the Council's Publication Scheme	Photocopying, Clerk's time and any other expenses	In accordance with the current relevant legislation
Other		

* the actual cost incurred by the public authority