



Winfarthing Parish Council

Parish Clerk – Karen Rix clerk@winfarthingparishcouncil.gov.uk

Guide to Information Published under the Model Publication Scheme and Schedule of Charges

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	From the council's website, email or as a hard copy from Clerk	See costs on page 5 for hard copies of documents in class 1
Who's who on the Council and its Committees	From the council's website, noticeboard, email or as a hard copy from Clerk	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	As above
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall, meetings open to public. Parking at the Hall	N/A
Staffing structure	Clerk is sole employee	N/A
<p>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)</p>	From the council's website, email or as a hard copy from Clerk	See costs on page 5 for hard copies of documents in class 2

Current and previous financial year as a minimum		
Annual Governance & Accountability Return (AGAR) pages 2,3 & 5 Reasons for Variations +/- 15% Payments over £100	As above	As above
Finalised budget	As above	As above
Precept	As above	As above
Financial Regulations and Standing Orders	As above	As above
Grants received	As above	As above
List of current contracts awarded and value of contract	Currently N/A	
Councillors' allowances and expenses	Currently N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	From the council's website, email or as a hard copy from Clerk	See costs on page 5 for hard copies of documents in class 3
Chairman's Annual Report to Parish Meeting (current year only)	As above	As above
Class 4 – How we make decisions (Decision making processes and records of decisions)	From Council's website, noticeboards, as a hard copy form the Clerk or electronically attached to an email from the Clerk	See costs on page 5 for hard copies of documents in class 4
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	As above	As above
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	As above	As above
Reports presented to council meetings – n.b. this will exclude information that	From the council's website, email or as	As above

is properly regarded as private to the meeting.	a hard copy from Clerk	
Responses to consultation papers	As above	As above
Responses to planning applications	As above	As above
Responses to planning applications Responses to consultation papers	See minutes on Council's website, noticeboards, as a hard copy form the Clerk or electronically attached to an email from the Clerk	As above
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	From the council's website, email or as a hard copy from Clerk	See costs on page 5 for hard copies of documents in class 5
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Risk Assessment and Risk Register	As above	As above
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Freedom of Information Publication Scheme GDPR Data Protection Policy Privacy Statement	As above	As above
Class 6 – Lists and Registers		See costs on page 5 for hard copies of documents in class 6

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)	N/A	
Assets register	From the council's website, email or as a hard copy from Clerk	As above
Register of members' interests	South Norfolk Council's website	
Register of gifts and hospitality	Apply to Clerk	As above
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	From the council's website, email or as a hard copy from Clerk	See costs on page 5 for hard copies of documents in class 7
Current information only		
Seating, dog bins		

Information will be provided within 20 days of a request, except where hard copies are required, these will be provided within 20 days following receipt of payment.

SCHEDULE OF CHARGES

Hard copies of documents are available from the Clerk clerk@winfarthingparishcouncil.gov.uk and will be charged in accordance with the following schedule.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 30p per sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 50p per sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class. If requested recorded delivery at standard price

Adopted December 2023
Reviewed February 2026
Date of next review April 2026