

# Information available from Wickersley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	On request	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	On request	Free
Members' allowances and expenses	None	N/A
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	See links page	N/A
Annual Report to Parish Meeting	Website – see Newsletter	Free
Quality status	Foundation	Free
Local charters drawn up in accordance with DCLG guidelines	See RMBC Website	Free
<b>Class 4 – How we make decisions</b>		

Timetable of meetings	Website	Free
Agendas of meetings	Notice boards	Free
Minutes of meetings	Website	Free
Reports presented to council meetings	On request	Free
Responses to consultation papers	See minutes	Free
Responses to planning applications	See minutes	Free
Bye-laws	None	N/A
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	Website	Free
Delegated authority in respect of officers	N/A	N/A
Code of Conduct	Website	Free
Policy statements	Website	Free
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	N/A	Free
Equality and diversity policy	On request	Free
Health and safety policy	On request	Free
Recruitment policies (including current vacancies)	On request	Free
Policies and procedures for handling requests for information	On request	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy	On request	Free
Records management policies (records retention, destruction and archive)	On request	Free
Data protection policies	On request	Free
Schedule of charges for the publication of information	Free	Free
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	N/A
Assets Register	On request	Free
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)	None	N/A
Register of members' interests	Website	Free

Register of gifts and hospitality	None	N/A
<b>Class 7 – The services we offer</b>		
Allotments	Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Public conveniences	Website	Free

**End of Publication Scheme.**