

## Great & Little Whelnetham Parish Council

### Information available from Great & Little Whelnetham Parish Council under the Freedom of Information Act model publication scheme.

The Parish Council has adopted the Model Publication Scheme with effect from January 2022. This confirms the Council's commitment to release information in a recognised format.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>Current information only</p> <ul style="list-style-type: none"> <li>• Who's who on the Council</li> <li>• Contact details for Parish Clerk</li> <li>• Contact details (in accordance with GDPR) for Council members</li> <li>• Details of accessibility to Parish Council</li> </ul>	<p>Available free on website address:  <a href="https://whelnetham.com">https://whelnetham.com</a>            Available free on noticeboards            or hard copy from Clerk see below*</p>	<p>*See below</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <ul style="list-style-type: none"> <li>• Current and previous financial year's accounts</li> <li>• Annual Governance and Accountability Return Form</li> <li>• Internal Auditor's Report</li> <li>• Finalised Budget</li> <li>• Precept Details</li> <li>• Financial Regulations</li> <li>• Grants received including s106 money</li> <li>• Grants given including:</li> <li>• Support to Church for Grounds Maintenance</li> </ul>	<p>Available free on website address:  <a href="https://whelnetham.com">https://whelnetham.com</a>            or hard copy from Clerk*</p>	<p>*See below</p>

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<ul style="list-style-type: none"> <li>• Grants under s137 of the Local Government Act 1972</li> <li>• Grants to local Citizens Advice</li> <li>• Members' allowances and expenses</li> <li>• List of contracts awarded and value of contracts</li> </ul>		
<p><b>Class 3 - What our priorities are and how we are doing</b></p> <ul style="list-style-type: none"> <li>• Play &amp; Adult Gym Equipment-joint working with Community Centre Cttee</li> <li>• Surveys</li> </ul>	On website or hard copy from Clerk*	*See below
<p><b>Class 4 - How we make decisions</b></p> <ul style="list-style-type: none"> <li>• Timetable of Parish Council Meetings for current year</li> <li>• Agendas of meetings</li> <li>• Minutes of meetings (this will exclude information that is regarded as private to the meeting).</li> <li>• Reports presented to council meetings (this will exclude information that is regarded as private to the meeting).</li> <li>• Byelaws</li> </ul>	Available free on website or from Clerk*	*See below
<ul style="list-style-type: none"> <li>• Responses to consultation papers</li> </ul>	On request to the Parish Clerk*	*See below
<ul style="list-style-type: none"> <li>• Responses to planning applications</li> </ul>	Included within the minutes or on the Local Planning Authority's website	
<p><b>Class 5 - Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> </ul>	Available free on website address: <a href="https://whelnetham.com">https://whelnetham.com</a>	*See below

<ul style="list-style-type: none"> <li>• Policies relating to the Employment of Staff</li> <li>• Policies for Handling Requests for Information</li> <li>• Policies for Handling Accidents &amp; Health &amp; Safety</li> <li>• Complaints Procedure &amp; Policy</li> <li>• Training and Expenses Policies</li> <li>• Filming Policy</li> <li>• Records Management Policies</li> <li>• Equality &amp; Diversity Policy</li> <li>• Lone Worker Policy</li> <li>• Data Protection Policies</li> <li>• Policies for dealing with the handling of Personal Data</li> <li>• Privacy Notices</li> <li>• Schedule of charges for the publication of information</li> </ul>	Attached to this register	
<p><b>Class 6 – Lists and Registers</b></p> <ul style="list-style-type: none"> <li>• Assets Register</li> <li>• Register of Members’ Interests</li> <li>• Register of Gifts and Hospitality</li> </ul>	On website or on request to the Parish Clerk*	*See below
<p><b>Class 7 – The services we offer</b></p> <ul style="list-style-type: none"> <li>• Provision of and maintenance of Recreation Grounds / Play Areas</li> <li>• • Provision of Grit Bins</li> <li>• Maintenance of Trees and Hedgerows within the ownership of the Parish Council</li> <li>• Provision and maintenance of Railway Walk</li> </ul>	Details and information on request to the Parish Clerk*	*See below

## Schedule of Charges

Type of Charge	Description	Basis of charge – cost of stationery and admin time
Disbursement cost	Photocopying @ £1 for first sheet and then 25p per sheet (black & white).	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with relevant legislation

**\* Hard copy will incur a fee – see table above**

**These charges are adopted for all Freedom of Information requests.**

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