

# Wisbech St Mary Parish Council

Chairman – Councillor David Wheeler

This Publication Scheme was adopted by the council

At its meeting held on: Monday 13th February 2023 Under Minute Reference: 13 (e)

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><b>Class1 - Who we are and what we do</b>  <i>(Organisational information, structures, locations and contacts)</i></p> <p><i>This will be current information only.</i></p> <p><i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i></p>	<p><i>HARD COPY</i>  <i>CONTACT CLERK</i>  <i>WEBSITE</i>  <i>PARISH NOTICEBOARDS</i>  <i>BY INSPECTION</i></p>	
<p>Who's who on the Council and its Committees</p>	<p>HARD COPY            CONTACT CLERK            WEBSITE            PARISH NOTICEBOARDS</p>	<p>DISPERSEMENT FEE            FREE            FREE            FREE</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>HARD COPY            CONTACT CLERK            WEBSITE            PARISH NOTICEBOARDS</p>	<p>DISPERSEMENT FEE            FREE            FREE            FREE</p>
<p>Location of main Council office and accessibility details</p>	<p>PARISH COUNCIL OFFICES:            16 SELWYN COTTAGES            HIGH ROAD, GUYHIRN            WISBECH PE13 4EQ</p>	
<p>Staffing structure</p>	<p>HARD COPY            CONTACT CLERK</p>	<p>DISPERSEMENT FEE            FREE</p>

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INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><b>Class 2 – What we spend and how we spend it</b>  <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p><i>Current and previous financial year as a minimum</i></p>	<p><i>HARD COPY  CONTACT CLERK  WEBSITE  PARISH NOTICEBOARDS  BY INSPECTION</i></p>	
Annual return form and report by auditor	<p>HARD COPY  WEBSITE  PARISH NOTICEBOARDS</p>	<p>STATUTORY FEE  FREE  FREE</p>
Finalised budget	<p>HARD COPY  CONTACT CLERK  WEBSITE</p>	<p>DISPERSEMENT FEE  FREE  FREE</p>
Precept	<p>HARD COPY  CONTACT CLERK  WEBSITE  FENLAND DISTRICT COUNCIL</p>	<p>DISPERSEMENT FEE  FREE  FREE  CONTACT</p>
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	<p>HARD COPY  WEBSITE</p>	<p>DISPERSEMENT FEE  FREE</p>
Grants given and received	<p>HARD COPY  CONTACT CLERK  WEBSITE</p>	<p>DISPERSEMENT FEE  FREE  FREE</p>
List of current contracts awarded and value of contract	<p>HARD COPY  CONTACT CLERK</p>	<p>DISPERSEMENT FEE  FREE</p>
Members' allowances and expenses	<p>HARD COPY  WEBSITE  PARISH NOTICEBOARDS</p>	<p>DISPERSEMENT FEE  FREE  FREE</p>

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INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><b>Class 3 – What our priorities are and how we are doing</b>  <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i></p> <p><i>Current and previous year as a minimum</i></p>	<p><i>HARD COPY</i>  <i>CONTACT CLERK</i>  <i>WEBSITE</i>  <i>PARISH NOTICEBOARDS</i>  <i>BY INSPECTION</i></p>	
<p>Parish Plan (current and previous year as a minimum)</p>	<p>N/A</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>HARD COPY            WEBSITE</p>	<p>DISPERSEMENT FEE            FREE</p>
<p>Quality status</p>	<p>N/A</p>	
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>N/A</p>	

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<p><b>Class 4 – How we make decisions</b>  <i>(Decision making processes and records of decisions)</i></p> <p><i>Current and previous council year as a minimum</i></p>	<p><i>HARD COPY</i>  <i>CONTACT CLERK</i>  <i>WEBSITE</i>  <i>PARISH NOTICEBOARDS</i>  <i>BY INSPECTION</i></p>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>HARD COPY  CONTACT CLERK  WEBSITE</p>	<p>DISPERSEMENT FEE  FREE  FREE</p>
<p>Agendas of meetings (as above)</p>	<p>HARD COPY  CONTACT CLERK  WEBSITE  PARISH NOTICEBOARD</p>	<p>DISPERSEMENT FEE  FREE  FREE  FREE</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>HARD COPY  CONTACT CLERK  WEBSITE</p>	<p>DISPERSEMENT FEE  FREE  FREE</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>HARD COPY  CONTACT CLERK  WEBSITE</p>	<p>DISPERSEMENT FEE  FREE  FREE</p>
<p>Responses to consultation papers</p>	<p>HARD COPY  CONTACT CLERK</p>	<p>DISPERSEMENT FEE  FREE</p>
<p>Responses to planning applications</p>	<p>HARD COPY  CONTACT CLERK  WEBSITE  FENLAND DISTRICT COUNCIL</p>	<p>DISPERSEMENT FEE  FREE  FREE  FREE</p>
<p>Bye-laws</p>	<p>N/A</p>	

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INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><b>Class 5 – Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p><i>Current information only</i></p>	<p><i>HARD COPY</i>  <i>CONTACT CLERK</i>  <i>WEBSITE</i>  <i>PARISH NOTICEBOARDS</i>  <i>BY INSPECTION</i></p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders            Committee and sub-committee terms of reference            Delegated authority in respect of officers            Code of Conduct            Policy statements</p>	<p>ALL            HARD COPY            WEBSITE</p>	<p>HARD COPY -            DISPERSEMENT FEE            APPLIES</p> <p>WEBSITE - FREE</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services            Equality and diversity policy            Health and safety policy            Recruitment policies (including current vacancies)            Policies and procedures for handling requests for information            Complaint procedures (including those covering requests for information and operating the publication scheme)</p>	<p>HARD COPY &amp; WEBSITE            HARD COPY &amp; WEBSITE            N/A            HARD COPY &amp; WEBSITE            HARD COPY &amp; WEBSITE</p>	<p>HARD COPY -            DISPERSEMENT FEE            APPLIES</p> <p>WEBSITE - FREE</p>
<p>Privacy Notice Policy</p>	<p>HARD COPY            WEBSITE</p>	<p>DISPERSEMENT FEE            FREE</p>
<p>Schedule of charges (for the publication of information)</p>	<p>HARD COPY            WEBSITE</p>	<p>DISPERSEMENT FEE            FREE</p>

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INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class 6 – Lists and Registers</b>  <i>Currently maintained lists and registers only</i>	<i>HARD COPY CONTACT CLERK WEBSITE PARISH NOTICEBOARDS BY INSPECTION</i>	
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	HARD COPY WEBSITE	DISPERSEMENT FEE 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)	N/A	
Register of members' interests	WEBSITE FENLAND DISTRICT COUNCIL	FREE FREE
Register of gifts and hospitality	WEBSITE FENLAND DISTRICT COUNCIL	FREE FREE

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INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<p><b>Class 7 – The services we offer</b>  <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i></p> <p><i>Current information only</i></p>	<p>HARD COPY            CONTACT CLERK            WEBSITE            PARISH NOTICEBOARDS            BY INSPECTION</p>	
Land Tenancies / Allotments	HARD COPY CONTACT CLERK	DISPERSEMENT FEE FREE
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	HARD COPY WEBSITE	DISPERSEMENT FEE FREE
Bus shelters	HARD COPY WEBSITE	DISPERSEMENT FEE FREE
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<p><b>Additional Information</b>            This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>HARD COPY            CONTACT CLERK            WEBSITE            PARISH NOTICEBOARDS            BY INSPECTION</p>	
None		

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## **Contact details:**

Clerk to the Council  
16 Selwyn Cottages  
High Road  
Guyhirn  
Wisbech  
PE13 4EQ

Telephone: 01945 450184 / 07595 353424

Email: [theclerk@wsmparishcouncil.org.uk](mailto:theclerk@wsmparishcouncil.org.uk)



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## 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	COST
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Estimate of Actual cost	15p
	Photocopying @ ..p per sheet (colour)	Estimate of Actual cost	75p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class*	68p *As at January 2023
<b>Statutory Fee</b>	Per Copy	In accordance with The Local Audit and Accountability Act 2014 s25 (1) (2)	£1.00
<b>Staff Time</b>	Per Hour	In accordance with The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (s.4.(4))	£25.00