

**Information available from Walberswick Parish Council
under the model publication scheme
Adopted April 2018, updated March 2021, Updated April 2024**

A GDPR impact assessment was carried out on this policy (April 2024) and no further action was required

The policy of Walberswick Parish Council is to make the information in this definition document available unless one or more of the following is the case:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website; such information may have been provided by Walberswick Parish Council or on its behalf. In this case Walberswick Parish Council will provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website – Councillor Details	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website – Contact Details	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	

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

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Website – Public Notices	Free
Finalised budget	Website – Approved Minutes of relevant meeting	Free
Precept	Website – Approved Minutes of relevant meeting	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website – Financial Regulations	Free
Grants given and received	Website – Approved Minutes of relevant meeting	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Website – Approved Minutes of relevant meeting	Free

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

Information to be published	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – Annual Parish Meeting	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website – Meeting Schedule	Free
Agendas of meetings (as above)	Website – Agendas	Free
Minutes of meetings (as above) N.B. This will exclude information that is properly regarded as private to the meeting.	2009-Present: Website – Minutes Prior to 2009 – Archived - hard copy (if available) on request to Parish Clerk	Free 20p per sheet plus postage
Reports presented to council meetings N.B. This will exclude information that is properly regarded as private to the meeting.	Website – Approved Minutes of relevant meeting	Free
Responses to consultation papers	Website - Consultation Papers	Free
Responses to planning applications	Website – Agenda of relevant meeting	Free
Bye-laws	Website - Byelaws	

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

This will be current information only

Information to be published	How the information can be obtained	Cost
Procedural standing orders	Website - Standing Orders	Free
Committee and sub-committee terms of reference	Safety Committee - Website: Safety Committee Employment Committee - Website: Employment Committee	
Delegated authority in respect of officers	N/A	
Code of Conduct	Website: Code of Conduct	Free
Policy statements	Website - Policy Statements	Free
Internal instructions to staff and policies relating to the delivery of services	N/A	
Equality and diversity policy	Website - Equality and Diversity Policy	
Health and safety policy	N/A	
Recruitment policies (including current vacancies)	Website - Employment Policy	
Policies and procedures for handling requests for information	Website - Subject Access Request Policy	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website - Complaints Procedure	Free
Information security policy	Website - Information Security Policy	Free
Records management policy (records retention, destruction and archive)	Website - Records Management Policy	Free
Data protection policy	Website - Data Protection Policy	Free
Schedule of charges (for the publication of information)	Website – on this page	Free

Class 6 – Lists and Registers

This will be currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Any publicly available register or list	N/A	
Assets register	Website - Assets Register	Free
Disclosure log	N/A	
Register of members' interests	(External) Website – Register Of Interests (opens in new window)	Free
Register of gifts and hospitality	N/A	

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

This will be current information only

Information to be published	How the information can be obtained	Cost
Allotments	Website - Allotments	Free
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website - Property	Free
Seating, litter bins, clocks, memorials and lighting	Website – Asset register	Free
Bus shelters	N/A	
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	

SCHEDULE OF CHARGES

This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost of time & materials
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	
Other	N/A	