

Walsham le Willows Parish Council

Information available under model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - who we are and what we do</p> <p>Current information only</p> <ul style="list-style-type: none"> • Who's who on the Council and its Committees • Contact details for Parish Clerk • Contact details (in accordance with GDPR) for Council members 	<p>Available free on website address: https://www.walsham-le-willows.org</p> <p>Available free on noticeboards or hard copy from Clerk</p>	<p>see below</p> <p>**</p>
<p>Location of Parish Council and accessibility details</p>	<p>No official office</p> <p>c/o Willow Cottage, The Street, Walsham le Willows IP313AA</p> <p>By appointment</p> <p>email: parishclerk@walsham-le-willows.org</p> <p>mobile: 07783 297 914</p>	
<p>Staffing structure</p>	<p>Clerk to the Council is the only employee</p>	

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<p>Class 2 – What we spend and how we spend it</p> <ul style="list-style-type: none"> • Current and previous financial year’s accounts • Annual Governance and Accountability Return Form • Internal and External Auditor’s Report • Finalised Budget • Precept Details (published in minutes) • Financial Regulations • CIL Reporting: <ul style="list-style-type: none"> • CIL Income received (transparency notice) • CIL Expenditure incurred (transparency notice) • Grants received • Grants given including: (transparency notice) <ul style="list-style-type: none"> o Support to Village Organisations o Grants to local Citizens’ Advice Bureaus o Grants to local groups and clubs in Thurston o Grants relating to CIL expenditure • List of contracts awarded and value of contract (transparency notice) 	<p>Available free on website address: https://www.walsham-le-willows.org or hard copy from Clerk*</p>	<p>see below **</p>
<p>Class 3 – What our priorities are and how we are doing</p> <ul style="list-style-type: none"> • Play Area • Neighbourhood Development Plan (NDP) • Annual Report to Parish Meeting 	<p>On website or hard copy from Clerk*</p>	<p>see below **</p>

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<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> • Timetable of Parish Council Meetings for current year which will include details of: <ul style="list-style-type: none"> ○ Full Council Meetings ○ Other committee meetings as required • Agenda for latest meeting (from publication until publication of minutes) – <i>council and committee</i> • Minutes of all meetings – <i>council and committee</i> (this will exclude information that is properly regarded as private to the meeting) • Reports presented to meetings – <i>council and committee</i> (this will exclude information that is regarded as private to the meetings) 	<p>Available free on website or from Clerk*</p>	<p>see below **</p>
<ul style="list-style-type: none"> • Responses to consultation papers 	<p>On request to the Parish Clerk*</p>	<p>see below *</p>
<ul style="list-style-type: none"> • Responses to planning applications 	<p>Included within the minutes or on the Local Planning Authority's website</p>	<p>see below *</p>
<p>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> • Procedural Standing Orders • Financial Regulations • Code of Conduct 	<p>Available free on website address: https://www.walsham-le-willows.org</p>	<p>see below *</p>

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• Policies relating to the Employment of Staff	“	see below **
• Policies for Handling Accidents & Health & Safety	“	see below **
• Records Management Policies	“	see below **
• Data Protection Policies	“	see below **
• Policies for dealing with the handling of Personal Data	“	see below **
• Privacy Notices	“	see below **
• Schedule of charges for the publication of information	Attached to this register	see below **
Class 6 – Lists and Registers		
• Asset Register	On website or on request to the Parish Clerk*	see below **
• Register of Members’ Interests (available on BMSDC portal linked from parish council website)	Link available via website	see below **
• Register of Gifts and Hospitality (if any are received)	On request to the Parish Clerk	see below **
• Disclosure Log (indicating the information that has been provided in response to requests)	On request to the Parish Clerk	see below **
• Leases and sub-leases held	On request to the Parish Clerk	see below **

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<p>Class 7 – The services we offer</p> <ul style="list-style-type: none"> • Provision and maintenance of Play Areas • Provision of and maintenance of Bus Shelters • Emptying of Litter Bins & Dog Bins • Provision of Grit Bins, Dog Bag Dispensers & Dog Bags • Litter Clearance • Funding of the provision and maintenance of Street Lighting • Provision and maintenance of seating in open spaces • Hedge Cutting & Verge Clearance on parish-maintained land • Maintenance and cleaning of War Memorial • Provision of Traffic Calming Measures • Maintenance of Trees and Hedgerows within the ownership of the Parish Council • Provision and maintenance of Public Open Space • Maintenance of Closed Churchyard • Provision and maintenance of assets contained within the Council's Fixed Asset Register 	<p>Details and information on request to the Parish Clerk</p>	<p>see below **</p>
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Contact details:

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SCHEDULE OF CHARGES – where applicable

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE – cost of stationary & admin time
Disbursement cost	Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour)	Actual cost
	For copy of the Walsham le Willows NDP (once adopted and published) - £10.00	Actual reprinting cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* hard copy will incur a fee – see table above

** the actual cost incurred by the public authority

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