

WICKHAM MARKET PARISH COUNCIL

FREEDOM OF INFORMATION



Information available from WICKHAM MARKET PARISH COUNCIL under the Model Publication Scheme

Contact details: Parish Council Website: <http://wickhammarketpc.com>
 Parish Clerk: clerk@wickhammarketpc.com
 Hill House, Shop Lane, Little Glemham, Woodbridge, Suffolk, IP13 0BD

Information to be published	How the information can be obtained	Cost for copy
CLASS 1 – WHO ARE WE		
Who is on the Council and its Committees	Hard copy Website	50p per sheet Free
Contact details for Parish Clerk and Council members (named contacts including e-mail)	Hard copy Website	50p per sheet Free
Staffing structure	Parish Clerk (RFO)	
CLASS 2 – WHAT WE SPEND & HOW WE SPEND IT		
Financial information & documents		
Annual Return form & report by auditor	Hard copy Village notice board as per requirement	50p per sheet Free
Internal & external audit documents	Hard copy – contact Parish Clerk Website	50p per sheet Free
Finalised budget	Hard copy – contact Parish Clerk Website	50p per sheet Free
Precept	Hard copy – contact Parish Clerk	50p per sheet
Financial Standing Orders	Hard copy – contact Parish Clerk Website	50p per sheet Free
Grants given & received	Hard copy – contact Parish Clerk Website	50p per sheet Free
CLASS 3 – WHAT OUR PRIORITIES ARE & HOW WE ARE DOING (Parish projects, performance indicators)		
Minutes of Parish Council Meetings	Hard copy Website	50p per sheet Free
CLASS 4 – HOW WE MAKE DECISIONS		

(Processes & records)		
Annual timetable of Council meetings Annual meeting of the Parish Council	Hard copy Village notice boards/Website	50p per sheet Free
Agendas of meetings	Hard copy Village notice boards/Website	50p per sheet Free
Minutes of meetings – excludes information that is properly regarded as private or of a commercially sensitive nature.	Hard copy Village notice board/ Website	50p per sheet Free
Responses to consultation papers	Hard copy – contact Parish Clerk Website	50p per sheet Free
CLASS 5 – OUR POLICIES AND PROCEDURES (current documents for delivering services and responsibilities)		
Standing Orders Code of Conduct Register of Members Interests Policy statements Internal policies relating to the delivery of services & responsibilities – current information	Hard copy/Website Hard copy/Website East Suffolk Council website Hard Copy/Website Hard copy/Website	50p per sheet Website - Free
CLASS 6 – LISTS & REGISTERS Currently maintained lists and registers only		
Assets Register Register of gifts and hospitality Risk Assessment & Safe Code of Practice	Hard Copy/Website “ “	50p per sheet Website - Free
CLASS 7 – PLANNING DOCUMENTS Response to Planning Applications	Minutes of Planning Committee meetings Hard copy/Website	50p per sheet Website - Free
CLASS 8 – THE SERVICES WE OFFER (Current information only) Play Area/Skate Park Village Hall Bus Shelter Allotments	Contact Parish Clerk Contact Bookings Secretary Contact Parish Clerk Contact Parish Clerk	