

## Information available from Wigginton & Hopwas Parish Council under the model publication scheme issued by the Information Commissioner's Office

Information to be published	How this information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	Website	Free
Who's who on the Council	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Clerk	£13 per hour
Annual return form and report by auditor	Clerk	£13 per hour
Finalised Budget	Website	Free
Precept	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given & received	Clerk	£13 per hour
List of current contracts awarded and value of contract	Clerk	£13 per hour
Members Allowances and expenses	Clerk	£13 per hour
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies, plans, performance indicators, audits, inspections and reviews)	Clerk	£13 per hour
Parish Plan (in development for 2021/22)	Website (when available)	Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Website	Free
Annual Governance Audit Review	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		

Current and previous council year as a minimum		
Timetable of Council Meetings (next 3 months dates available on minutes)	1 <sup>st</sup> Thursday of each month unless in School Holidays (no meeting in Aug)	Free
Meeting Agendas	Website, Noticeboards	Free
Annual Parish Meeting Agenda (Usually 1 <sup>st</sup> Thursday in may)	Website, Noticeboards	Free
Reports presented to council meetings (excluding any confidential matters)	Website, Clerk	Free
Responses to consultation papers	Clerk	£13 per hour
Responses to planning application	LDC Website (Free), Clerk	£13 per hour
Byelaws	Clerk	£13 per hour
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities – most information is available free of charge on our website) Current Information Only	Clerk	£13 per hour
Policies and procedures for the conduct of council business <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Delegated Authority in respect of officers</li> <li>• Code of Conduct</li> </ul>	Clerk	£13 per hour
Policies and procedures for the provision of services and about the employment of staff <ul style="list-style-type: none"> <li>• Equality and Diversity Policy</li> <li>• Health and Safety Policy</li> <li>• Recruitment Policies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Clerk	£13 per hour
Records management policies (records retention, destruction and archive)	Clerk	£13 per hour
Data Protection policies	Clerk	£13 per hour
Schedule of charges (for the publication of information)	Clerk	£13 per hour
<b>Class 6 – Lists and Registers</b>	Clerk	£13 per hour

Currently maintained lists and registers only		
Any publicly available register or list	Clerk	£13 per hour
Asset Register	Clerk	£13 per hour
Disclosure Log	Clerk	£13 per hour
Register of Members Interests	Website	
Register of gifts and hospitality	Clerk	£13 per hour
<b>Class 7 – The Service we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Clerk	£13 per hour
Closed Churchyards	Clerk	£13 per hour
Parks, playing fields and recreational facilities	Clerk	£13 per hour
Seating, litter bins, memorials and lighting	Clerk	£13 per hour
Bus Shelters	Clerk	£13 per hour

NB: If information can be supplied via email and the applicant chooses to receive it in that format, charges for the clerk's time will still apply. Charges for consumables and the clerk's time will apply to requests for physical copies of material that is available for free on the website. These may also incur the cost of printing as shown below.

**Contact details:**

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Type of charge	Description	Basis of Charge
Disbursement Cost	Printing/photocopying @ 25p per sheet	Printing Costs
	Postage (variable)	Royal Mail Standard 2 <sup>nd</sup> Class
Clerk's time	£13 per hour	Local Government Salary Rate (rounded) – Minimum charge one hour.