

Wilbarston Parish Council

Information available from Wilbarston Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts). This will be current information only</i>		
Who's who on the Council	Village notice boards / website / contact Clerk	
Contact details for Parish Clerk and Council members	Village notice boards / website / contact Clerk	
Staffing structure	Contact Clerk	
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Website / Contact Clerk	
Finalised budget	Website / Contact Clerk	
Financial Standing Orders and Regulations	Website / Contact Clerk	
Grants given and received	Contact Clerk	
Members' allowances and expenses	Contact Clerk	

Wilbarston Parish Council

Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Review of the effectiveness of Internal Audit	Contact Clerk	
Class 4 – How we make decisions <i>(Decision making processes and records of decisions). Current and previous council year as a minimum</i>		
Timetable of meetings	Village notice boards / website / contact Clerk	
Agendas of meetings	Village notice boards / website / contact Clerk	
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website / contact Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Contact Clerk	
Responses to consultation papers	Contact Clerk	
Responses to planning applications	Contact Clerk	
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only</i>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders 	Contact Clerk / Website	

Wilbarston Parish Council

<ul style="list-style-type: none"> • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Contact Clerk / Website Contact Clerk / Website Contact Clerk / Website	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Contact Clerk / Website	
Schedule of charges (for the publication of information)	Contact Clerk	
<p>Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i></p>		
Assets Register	Contact Clerk / Website	
Disclosure log (indicating the information that has been provided in response to requests)	Contact Clerk	
Register of members' interests	Contact Clerk / Kettering Borough Council Tel: 01536 410333	
<p>Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only</i></p>		
Allotments	Contact Clerk	
Burial grounds and closed churchyards	Contact Kettering Borough Council Tel: 01536 410333	

Wilbarston Parish Council

Community centres and village halls	Contact Mr M Doyle, Chairman of the Village Hall Management Committee Tel: 01536 770036 or Email: mikedoyle429@btinternet.com	
Parks, playing fields and recreational facilities	Contact Clerk / Kettering Borough Council Tel: 01536 410333	
Seating, litter bins, clocks, memorials and lighting	Contact Kettering Borough Council Tel: 01536 410333	
Bus shelters	Contact Kettering Borough Council Tel: 01536 410333	
Additional Information <i>This will provide Councils with the opportunity to publish information that is not itemised in the lists above. Current information only</i>		
Risk Assessment	Contact Clerk	
Internal Control Procedures	Contact Clerk	

Contact details:

Mrs Becky Jones, Clerk to Wilbarston Parish Council
 1 Castle Road
 Wellingborough
 Northants NN8 1LL
 Tel: 01933 273028
 E-mail: clerk@wilbarstonparishcouncil.gov.uk

Wilbarston Parish Council

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

Note: Many of the documents held by the Clerk can be e-mailed at no cost to the recipient.

* The actual cost incurred by the public authority

Adopted by Full Council on 8th March 2012

Readopted 10th September 2020 - Minute Reference 20/527

Readopted 10th June 2021 - Minute Reference 21/100