

# 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
<b>Class1 - Who we are and what we do</b> <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	
<b>Class 2 – What we spend and how we spend it</b> <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	Contact Clerk	
Finalised budget	Contact Clerk	
Financial Standing Orders and Regulations	Contact Clerk	
Grants given and received	Contact Clerk	
Members' allowances and expenses	Contact Clerk	

# Wilbarston Parish Council

<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Review of the effectiveness of Internal Audit	Contact Clerk	
<b>Class 4 – How we make decisions</b> <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	
<b>Class 5 – Our policies and procedures</b> <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"> <li>• Procedural standing orders</li> </ul>	Contact Clerk	

# Wilbarston Parish Council

<ul style="list-style-type: none"> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Contact Clerk Contact Clerk Contact Clerk	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Contact Clerk	
Schedule of charges (for the publication of information)	Contact Clerk	
<p><b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i></p>		
Assets Register	Contact Clerk	
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><b>Class 7 – The services we offer</b> <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	
<b>Additional Information</b> <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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> 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 8<sup>th</sup> March 2012

Readopted by Full Council on 18<sup>th</sup> May 2017

Resolution No: 17/207