

# WIGGENHALL ST GERMANS PARISH COUNCIL TRANSPARENCY & FREEDOM OF INFORMATION PUBLICATION SCHEME.

Information available from Wiggenhall St Germans Parish Council (WSG PC) under the model publication scheme in compliance with the Freedom of Information Act 2000 and Transparency Code for Smaller Authorities 2014, in a way that satisfies the Data Protection Act 1998.

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @20p per sheet (black & white)	Estimated cost of paper, ink and administration
	Photocopying @ 30p per sheet (colour)	Estimated cost of paper, ink and administration
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	CCTV footage £10 per request	Manhours to review and edit to limits.
	Hard copy: The Clerk, 4 Lime Close, Marham, Kings Lynn, PE33 9HN	As above – Large requests may incur additional charge for time to produce TBN
	Email – <a href="mailto:wiggenhallstgermanspc@outlook.com">wiggenhallstgermanspc@outlook.com</a>	Free
	Website: <a href="https://wiggenhall-st-germanspc.norfolkparishes.gov.uk/">https://wiggenhall-st-germanspc.norfolkparishes.gov.uk/</a>	Free

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b>	
Who's who on Wiggenhall St Germans Parish Council (WSG PC) and its committees	WSG PC Website Email Hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	WSG PC Website Email Hard copy

Information to be published	How the information can be obtained
<p><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)</p> <p>Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	WSG PC Website Email Hard copy
Finalised budget	WSG PC Website Email Hard copy
Precept	WSG PC Website Email Hard copy
Financial Standing Orders and Regulations	WSG PC Website Email Hard copy
Grants/Donations given and received	WSG PC Website Email Hard copy
List of current contracts awarded and value of contract	WSG PC Website Email Hard copy
Expenditure in excess of £100 – listed in the minutes of meetings under payment authorisations.	WSG PC Website Email Hard copy

Information to be published	How the information can be obtained
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	WSG PC Website Email Hard copy
<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 meetings (Council, any committee/sub-committee meetings and parish meetings)	WSG PC Website Email Hard copy
Agendas of meetings (as above)	Village notice board (Surrey St & Saddlebow) WSG PC Website Email Hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	WSG PC Website Email Hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	WSG PC Website Email Hard copy
Responses to consultation papers	WSG PC Website Email Hard copy

<b>Information to be published</b>	<b>How the information can be obtained</b>
Responses to planning applications	WSG PC Website BCKL&WN Planning Portal Email Hard copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	WSG PC Website Email Hard copy
Policies and procedures for the provision of services:  Internal policies relating to operating procedures and the delivery of services	WSG PC Website Email Hard copy
<b>Class 6 – Digital Data, Lists and Registers</b>  Currently maintained lists and registers only	
Leonard Towler Playing Field CCTV recorded data.	Contact Parish Clerk to view
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(hard copy or website; some information may only be available by inspection)
Assets Register	WSG PC Website Email Hard copy

<b>Information to be published</b>	<b>How the information can be obtained</b>
Register of members' interests	BCKL&WN Website Email Hard copy
Minute book	Contact Parish Clerk to view
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Allotments	Email Hard copy
Parks, Playing Fields and Recreational facilities (Playing Field, Pavilion, playground)	Email Hard copy
Seating, bus shelters, litter bins, village signs, village gateways, speed awareness monitoring.	Email Hard copy
<b>Additional Information</b> For information that is not covered in the above schedule	contact the Parish Clerk

### Contact details:

#### Parish Clerk

Mike Inder

4 Lime Close, Marham, King's Lynn, PE33 9HN

Email: [wiggenhallstgermanspc@outlook.com](mailto:wiggenhallstgermanspc@outlook.com)

Phone: 07932 088784

#### Wiggenhall St Germans Parish Council Website

<https://wiggenhall-st-germanspc.norfolkparishes.gov.uk/>

#### BCKL&WN Website

[www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)

*Adopted Oct 2015 (Reviewed Jan 2024)*