

Information available from Wickwar 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	Wickwar Parish Council Elected Councillors representing Wickwar Parish.	
Who's who on the Council and its Committees	Chairman Councillor Mr Martin Summers Councillor Mr Ian Aldous Councillor Mr Stephen Isaac Councillor Mrs Angie Carroll Councillor Mr Gareth Fielding Councillor Mr Andrew Pennington	
Contact details for Parish Clerk and Council members	Clerk – Mrs Patricia Trull 82 Sodbury Road Wickwar	

	<p>GL12 8NT Tel: 01454 299120 trull@btinternet.com</p> <p>Chairman Mr Martin Summers 13 Turnpike Gate Wickwar Tel: 01454 294920</p> <p>Councillor Mr Ian Aldous 104 Inglestone Road Wickwar Tel: 01454 294439</p> <p>Councillor Mr Stephen Isaac Elm Croft Hall End Wickwar Tel: 01454 294102</p> <p>Councillor Mrs Angie Carroll 14 Back Lane Wickwar Tel: 01454 294226</p> <p>Councillor Mr Gareth Fielding The Old Rectory Church Lane Wickwar Gloucestershire</p>	
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	GL12 8LE M. 07547920951 Councillor Mr Andrew Pennington 46 Inglestone Road Wickwar, GL12 8NH 01454 299643	
Location of main Council office and accessibility details	Town Hall High Street Wickwar C17 building – limited access	
Staffing structure	Clerk – Mrs P A Trull Clock Winder	
Class 2 – What we spend and how we spend it Accounts available for parishioners to inspect at any time convenient to Clerk and parishioner.	Council holds an annual Budget working group in January of each year. To budget for the next financial years spending and precept.	
Annual return form and report by auditor	Kept by the Clerk. Copied to all Parish Councillors Advertised each year on Public Notice Board and Wickwar Web site.	£1.00 per copy (page)
Finalised budget	Copy held by Clerk and Parish Councillors.	£1.00 per copy (page)

Precept 2017/18	£42,480	
Borrowing Approval letter	N/A	
Standing Orders and Financial Regulations	Adopted each year at the Council's Annual Meeting of the Parish Council (May)	£1.00 per copy (page)
Grants given and received	Copy of Grants list given by the Council under Section 137 of the Local Government Act.	
List of current contracts awarded and value of contract Grass cutting for Open and Closed Cemeteries. King George V Playing Fields Play Areas. 3 year contract wef: 2014 – 2017. D R Howse Contract for the rental of Parkfield to Mr R Woodman @ £110 per annum Rental agreement for 3 years wef: 1.4.15 – 31.3.18 Mr B Milburn Anderson – Grass cutting KGV Playing Fields, 1.5.15 – 1.9.15 South Gloucestershire Council – Emptying of three dog bins and two litter bins. 1.4.15 – 31.3.18	Copies – Parish Clerk	
Members' allowances and expenses	Wickwar Parish Councillors can claim expenses. But do not.	
Class 3 – What our priorities are and how we are doing	Ongoing improvement to the King George V Playing Fields. Play equipment and sporting facilities and pavilion. Improvement and upkeep of Wickwar Community Centre and Town Hall. Annual Audit of accounts,	

	internal and external audits. Annual Inspection of Play equipment by ROSPA	
Parish Plan	Undertaken by Village representatives. Copy of Plan available from Clerk.	
Annual Report to Parish or Community Meeting	Copies of AMPC and APM minutes including reports available from the Clerk	£1.00 per copy (page)
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions	Decisions made will be by debate and the majority vote at Parish Council meetings.	
Timetable of Meetings	Parish Council meeting on the first Wednesday of each month. There is no Parish Council meeting in August.	
Agendas of Meetings	Advertised on the Parish Notice board and on the Wickwar web site. Date in the Parish Magazine. .	
Minutes of Meetings	Advertised on the Parish Notice board and on the Wickwar web site.	
Reports presented to Council Meetings	Advertised on the Parish Notice board and on the Wickwar web site.	

Responses to consultation papers	Responses to consultation papers are made at the appropriate Parish Council Meeting.	
Responses to planning applications	Responses to Planning Applications received are made at the appropriate Parish Council Meeting.	
Bye-laws	None	
Class 5 – Our policies and procedures	Policies and procedures are set for the Council to abide by are set out in the Council's Standing Orders and Financial Regulations	£1.00 per copy (page)
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Working Party</p> <p>Delegated authority in respect of Officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Adhered to by the Council and re-adopted on an annual basis.</p> <p>King George V Playing Fields working party.</p> <p>N/A</p> <p>Parish Councillors comply with the Code of Conduct.</p> <p>N/A</p>	£1.00 per copy (page)
Policies and procedures for the provision of services and about the employment of staff:		£1.00 per copy

Internal policies relating to the delivery of services Equality and diversity policy Safeguarding Policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Data Protection Policy & Information Security Policy. (ALCA 2014) Complaints procedures	See Standing Orders Compliance with the Law Compliance with the Law Compliance with the Law As per Freedoms of Information Act See the Clerk. Compliance under the Freedoms of Information Act.	(page)
Information security policy	As per the Data Protection Act.	
Records management policies (records retention, destruction and archive)	As per instructions from ALCA	
Data protection policies	Compliance with the Law	
Schedule of charges	£1.00 per copy (page)	
Class 6 – Lists and Registers Currently maintained lists and registers only	Register of Assets managed by the Parish Council. Burial Register kept List of Declarations of Interests made by Parish Councillors at the beginning of Council meetings.	
Any publicly available register or list	Copies obtained from the Clerk	£1.00 per copy (page)
Assets Register	Copies obtained from the Clerk	£1.00 per copy

		(page)
Disclosure log – Information that has been released in respect of FOI requests	Copies obtained from the Clerk	£1.00 per copy (page)
Register of members' interests	Copies obtained from the Clerk and held by South Glos Council	£1.00 per copy (page)
Register of gifts and hospitality	None	
Class 7 – The services we offer	King George V Playing Fields, play and sporting facilities. Parish Cemetery Community Centre	
Allotments	None	
Burial grounds and closed churchyard	Contact Clerk for further information	
Community Centre and Town Hall	Community Centre Town Hall Contact Clerk for details of use and hire	
Parks, playing fields and recreational facilities	King George V Playing Fields	
Seating, litter bins, clocks, memorials and lighting	Seating – Parish Cemetery Seating – King George V Playing Fields Town Hall Clock , daily winding and maintenance. 2 litter bins and 3 dog bins.	
Bus shelters	N/A	

Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Burial Fees List of charges available from the Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details:**Mrs P A Trull****Parish Clerk**

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Wickwar

S Glos

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1.00. Per sheet (black & white)	Parish Council paying Clerk to copy. Cost of ink and paper.

Time taken by Clerk to obtain information as per Clerks hourly rate. Cheques to be made payable to Wickwar Parish Council.	Scanning documents	
	Photocopying @ £1.50 per sheet (colour)	Parish Council paying Clerk to copy. Cost of ink and paper.
	Postage at standard rate	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		N/A
Other		N/A