

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 Working Parties	Chairman Mr Stephen Isaac Vice Chairman Mr Gareth Fielding Councillor Mrs Angie Carroll Councillor Mr Andrew Pennington Councillor Mr Colin Maidment Councillor Mr Mike Harris Councillor Mrs Patricia Trull	
Contact details for Parish Clerk and Council members	Clerk – Mrs Rachel Davis 22 Inglestone Road Wickwar	

Information to be published	How the information can be obtained	Cost
	<p>Tel: 07895 527353 clerkwickwarpc@gmail.com</p> <p>Chairman Mr Stephen Isaac Elm Croft Hall End Wickwar M: 07811 529311 Email: stepheni662@aol.com</p> <p>Vice Chairman Mr Gareth Fielding The Old Rectory Church Lane Wickwar Gloucestershire GL12 8LE M. 07547 920951 Email: gareth.fielding@outlook.com</p> <p>Councillor Mrs Angie Carroll M: 07778 420868 Email: angiewickwarpc@gmail.com</p>	

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	<p>Councillor Mr Andrew Pennington 46 Inglestone Road Wickwar, GL12 8NH Tel: 01454 299643 M: 07800 787128 Email: andy.wickwarpc@gmail.com</p> <p>Councillor Mr Colin Maidment 22 Back Lane Wickwar GL12 8NN M. 07950 960751 Email: colin.wickwarpc@gmail.com</p> <p>Councillor Mr Mike Harris 76 Inglestone Road Wickwar GL12 8NH Tel: 01454 294789 Email: mikeha7676@virginmedia.com</p> <p>Councillor Mrs Patricia Trull 82 Sodbury Road</p>	

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	Wickwar GL12 8NT Tel: 07742 400467 Email: Pat.Trull@southglos.gov.uk	
Location of main Council office and accessibility details	Town Hall High Street Wickwar C17 building – limited access	
Staffing structure	Clerk Clock Winder Gate Opener	
<p>Class 2 – What we spend and how we spend it</p> <p>Accounts available for parishioners to inspect at any time convenient to Clerk and parishioner.</p>	Council holds an annual Budget working group in January of each year. To budget for the next financial year's 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

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		(page)
Precept 2019/20 SGC Grants	£37,000 £103.00	
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.	
<p>List of current contracts awarded and value of contract:</p> <p>Grass cutting D R Howse Services Ltd. Three-year contract for grass cutting, Parish Cemeteries and KGV Play equipment. April 2017 – March 2018, April 2018 – March 2019, April 2019 – March 2020.</p> <p>Grass cutting King George V Playing Fields– Bradley Milburn- Anderson – Prestige Grounds x 2 cuts per annum</p> <p>Bromford (formerly Merlin Housing Society Ltd) lease land at Th Buthay 1st April 2018 to 1st April 2028 £1000pa</p> <p>Contract to empty 3 dog bins and 2 litter bins (KGV) (1 dog bin Back Lane) on a three-year contract with effect 1.4.18 to expire 31st March 2021</p> <p>Contract for the rental of Parkfield to Mr R Woodman @ £125 per annum Rental agreement for 3 years wef: 1.4.18 – 31.3 21</p>	Copies – Parish Clerk	

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Members' allowances and expenses	Wickwar Parish Councillors can claim travel expenses. for attending meetings outside the parish.	
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 Will be displayed on Parish Notice Board and web site.	£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.	

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Timetable of Meetings	Parish Council meeting on the first Wednesday of each month. Commencing at 7pm 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)
Policies and procedures for the conduct of council business: Procedural standing orders	Adhered to by the Council and re-	£1.00 per copy (page)

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<p>Working Party</p> <p>Delegated authority in respect of Officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>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>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Safeguarding Policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Data Protection Policy & Information Security Policy. (ALCA 2014)</p> <p>Sickness Absence Policy</p> <p>Disciplinary & Grievance Policy</p> <p>Expenses Policy</p> <p>Complaints procedures</p>	<p>See Standing Orders</p> <p>Compliance with the Law</p> <p>Compliance with the Law</p> <p>Compliance with the Law</p> <p>As per Freedoms of Information Act</p> <p>See the Clerk. Compliance under the Freedom of Information Act.</p> <p>See the Clerk. Sickness Absence Policy</p> <p>See the Clerk. Disciplinary & Grievance Policy</p> <p>See the Clerk. Expenses Policy</p>	<p>£1.00 per copy (page)</p>
<p>Information security policy</p>	<p>As per the Data Protection Act.</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>As per instructions from ALCA</p>	

Information to be published	How the information can be obtained	Cost
Data protection policies GDPR May 2018	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		
Allotments	King George V Playing Fields, play and sporting facilities. Parish Cemetery Community Centre	
	None	

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Information to be published	How the information can be obtained	Cost
Burial grounds and closed churchyard	Contact Clerk for further information. On website and noticeboard.	
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. 6 litter bins and 5 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. On website and noticeboard.	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

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Contact details:

Parish Clerk – Mrs Rachel Davis

22 Inglestone Road

Wickwar

Tel: 07895 527353

clerkwickwarpc@gmail.com

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 Clerk's 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