

# WICKHAM MARKET PARISH COUNCIL

## FREEDOM OF INFORMATION



### Information available from WICKHAM MARKET PARISH COUNCIL under the Model Publication Scheme

**Contact details:** Parish Council Website: <http://wickhammarket-pc.gov.uk>  
 Parish Clerk: [clerk@wickhammarket-pc.gov.uk](mailto:clerk@wickhammarket-pc.gov.uk)  
 Hill House, Shop Lane, Little Glemham, Woodbridge, Suffolk, IP13 0BD

Information to be published	How the information can be obtained	Cost for copy
<b>CLASS 1 – WHO ARE WE</b>		
Who is on the Council and its Committees	Hard copy Website	£1 per sheet Free
Contact details for Parish Clerk and Council members (named contacts including e-mail)	Hard copy Website	£1 per sheet Free
Staffing structure	Parish Clerk (RFO)	
<b>CLASS 2 – WHAT WE SPEND &amp; HOW WE SPEND IT</b>		
Financial information & documents		
Annual Return form & report by auditor	Hard copy Village notice board as per requirement	£1 per sheet Free
Internal & external audit documents	Hard copy – contact Parish Clerk Website	£1 per sheet Free
Finalised budget	Hard copy – contact Parish Clerk Website	£1 per sheet Free
Precept	Hard copy – contact Parish Clerk	£1 per sheet
Financial Standing Orders	Hard copy – contact Parish Clerk Website	£1 per sheet Free
Grants given & received	Hard copy – contact Parish Clerk Website	£1 per sheet Free
<b>CLASS 3 – WHAT OUR PRIORITIES ARE &amp; HOW WE ARE DOING</b> (Parish projects, performance indicators)		
Minutes of Parish Council Meetings	Hard copy Website	£1 per sheet Free
<b>CLASS 4 – HOW WE MAKE DECISIONS</b>		

(Processes & records)		
Annual timetable of Council meetings	Hard copy	£1 per sheet
Annual meeting of the Parish Council	Village notice boards/Website	Free
Agendas of meetings	Hard copy	£1 per sheet
	Village notice boards/Website	Free
Minutes of meetings – excludes information that is properly regarded as private or of a commercially sensitive nature.	Hard copy	£1 per sheet
	Village notice board/ Website	Free
Responses to consultation papers	Hard copy – contact Parish Clerk	£1 per sheet
	Website	Free
<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b> (current documents for delivering services and responsibilities)		
Standing Orders	Hard copy/Website	£1 per sheet
Code of Conduct	Hard copy/Website	Website - Free
Register of Members Interests	East Suffolk Council website	
Policy statements	Hard Copy/Website	
Internal policies relating to the delivery of services & responsibilities – current information	Hard copy/Website	
<b>CLASS 6 – LISTS &amp; REGISTERS</b> Currently maintained lists and registers only		
Assets Register	Hard Copy/Website	£1 per sheet
Register of gifts and hospitality	“	Website - Free
Risk Assessment & Safe Code of Practice	“	
<b>CLASS 7 – PLANNING DOCUMENTS</b> Response to Planning Applications	Minutes of Planning Committee meetings	£1 per sheet
	Hard copy/Website	Website - Free
<b>CLASS 8 – THE SERVICES WE OFFER</b> (Current information only)		
Play Area/Skate Park	Contact Parish Clerk	
Village Hall	Contact Bookings Secretary	
Bus Shelter	Contact Parish Clerk	
Allotments	Contact Parish Clerk	