

## Information available from Wigginton Parish Council under the publication scheme

Wigginton Parish Council (WPC) will make available the information detailed in the table below in order to meet its commitments under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) using the model publication scheme produced by Information Commissioner's Office.

WPC is committed to providing as much information as possible on a routine basis and information categories will be regularly reviewed. WPC will make the information available unless:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions or EIR exemptions;
- Its release is prohibited by another statute;
- The information is publicly available from an external website. Such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible;
- It would be impractical or resource intensive to prepare the material for routine release.
- The Publication Scheme is a list of information that Wigginton Parish Council will automatically and routinely publish or otherwise make available to the public.

Information that is not listed in this document can still be requested and it will be made available unless it can legitimately be withheld. This may be done by making a written request to the Parish Clerk who will reply within fourteen working days.

Further information on the FOIA and the model publication scheme is available from the Information Commissioner's Office at <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

### AIMS

The aim of the Publication Scheme is to make the maximum amount of information available at minimum inconvenience and cost to the public.

Information to be published	How the information can be obtained (hard copy, website, to view)	Cost apply if hard copy is required
<b>Class 1 - Who we are and what we do</b> Current organisational information, structures, locations and contacts	Hard copy Website	See below
Who's who on the Council and its Committees	Hard copy Website	See below
Contact details for Parish Clerk and Council members (name, telephone number and email address)	Hard copy Website	See below

Location of main Council office and accessibility details	N/A no office held	
Staffing structure	N/A only one staff	
<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)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy website	See below
Finalised budget	Hard copy & website	See below
Precept	Hard copy & website	See below
Borrowing Approval letter (when applicable)	Hard copy	See below
Financial Standing Orders and Regulations	Hard copy website	See below
Grants given and received	Hard copy & website	See below
List of current contracts awarded and value of contract (when applicable)	Hard copy	See below
Members' allowances and expenses (when applicable)	Hard copy	See below
CIL Allowances and Expenditure (when applicable)	Hard copy & website	See below
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		
Annual Newsletter called "The Oddy" (current and previous year as a minimum)	Hard copy delivered to all parish households free of charge & website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy website	See below
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A The Parish Council does not have any local charters	
<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 and any committee/sub-committee meetings and parish meetings)	Website and noticeboard	
Agendas of meetings (as above)	Website and Noticeboard	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting	Website	

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Website	
Responses to consultation papers	Via consulting authority portal i.e DBC, HCC	
Responses to planning applications	Principal Authority Planning portal/website and via minutes	
Bye-laws	Via clerk if applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:  Standing Order Working Party terms of reference Code of Conduct	Website	
Policies and procedures for the provision of services and about the employment of staff:  Health and Safety policy Equal Opportunities Policy Safeguarding Policy Engagement and Communication Strategy Policy Policies and procedures for handling requests for information Grants and Donations Policy Reserves Policy Climate Change Action Plan Financial Management and Risk Assessment Financial Regulations	Website	
Information security policy	Being updated for website by hosting company	
Records management policies (records retention, destruction and archive)	Website	
Information and Data protection policies	Website	
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Via clerk if applicable	
Assets register	Website	

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	To view via clerk	See below
Register of members' interests	Website via link to Dacorum Borough Council or via clerk on request	See below
Register of gifts and hospitality	To view via clerk	See below
<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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

#### Contact details:

**All enquiries should be in writing to the Parish Clerk by email:**

**clerk@wiggintonhertspc.org.uk, or post: The Parish Clerk, Wigginton Parish Council, Village Hall, Chesham Road, Wigginton, Tring, HP23 6EH**

#### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Hard Copy - Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 25p per sheet (colour)	Actual cost
Hard Copy	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
To View at the Village Hall	£25 per hour	Clerk's time and travel costs
Statutory Fee	Where applicable	In accordance with the relevant legislation (quote the actual statute)
Website	Free at <a href="http://www.wiggintonhertspc.org.uk">www.wiggintonhertspc.org.uk</a>	