



Information available from Wereham Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that Wereham Parish Council will provide in order to meet their commitments under the model publication scheme.

Wereham Parish Council will make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and 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- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

## Publishing datasets for re-use

Wereham Parish Council must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and Wereham Parish Council is the only owner, it must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Wereham Parish Council Website. Wereham Pond Noticeboard. Parish Magazine – G4 News. Wereham Parish Council Facebook Page and the Wereham Village Group Facebook Page.</p>	<p>Nil</p>

Who's who on the Council and its Committees	Wereham Parish Council Website. Wereham Pond Noticeboard. Parish Magazine – G4 News. Wereham Parish Council Facebook Page and the Wereham Village Group Facebook Page.	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Wereham Parish Council Website. Wereham Pond Noticeboard. Parish Magazine – G4 News. Wereham Parish Council Facebook Page and the Wereham Village Group Facebook Page.	Nil
Location of main Council office and accessibility details	None. The Parish Clerk would arrange to meet someone at the Wereham Village Hall if required.	Nil
Staffing structure	Wereham Parish Council Website. Wereham Pond Noticeboard.	Nil

<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	(hard copy or website)	
Annual return form and report by auditor	Wereham Parish Council website. Hard Copy	10 p per copy
Finalised budget	Wereham Parish Council website. Hard Copy	10p per copy
Precept	Wereham Parish Council website. Hard Copy	10p per copy
Borrowing Approval letter	Wereham Parish Council has no borrowing currently.	
Financial Standing Orders and Regulations	Wereham Parish Council website. Hard Copy	10 p per copy
Grants given and received	Wereham Parish Council Website – minutes. Hard Copy	10 p per copy
List of current contracts awarded and value of contract	Wereham Parish Council Website – minutes Hard Copy	10 p per copy
Members' allowances and expenses	Wereham Parish Council do not currently have allowances.	

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Wereham Parish Council Website. Hard Copy.	10 p per copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Wereham Parish Council Website – minutes Hard copy	10 p per copy
Quality status	Wereham Parish Council does not currently hold quality status.	
Local charters drawn up in accordance with DCLG guidelines	Wereham Parish Council does not have any local charters in accordance with DCLG guidelines.	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Wereham Parish Council Website Hard Copy	10 p per copy
Agendas of meetings (as above)	Wereham Parish Council Website Hard Copy	10 p per copy. Provided in meetings free.
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Wereham Parish Council Website Hard Copy	10 p per copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Wereham Parish Council Website Hard Copy	10 p per copy
Responses to consultation papers	Wereham Parish Council Website Hard Copy	10 p per copy
Responses to planning applications	Wereham Parish Council Website – minutes BCKLWN Portal Hard copy	10 p per copy
Bye-laws	Wereham Parish Council currently has no Bye-laws.	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Wereham Parish Council Website Hard Copy</p>	<p>10 p per copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>(hard copies of items on the website)</p> <p>All on Wereham Parish Council website except internal instructions to staff. Health and Safety Policy soon to be adopted.</p>	<p>10 p per copy</p>
<p>Information security policy</p>	<p>GDPR Policy available on Wereham Parish Council website. Hard copy.</p>	<p>10 p per copy</p>

Records management policies (records retention, destruction and archive)	Retention Policy on website. Hard Copy	10 p per copy
Data protection policies	GDPR Policy on Wereham Parish Council website. Hard Copy.	10 p per copy
Schedule of charges (for the publication of information)	This document is available on the Wereham Parish Council website. Hard Copy.	10 p per copy
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Burial Register available for inspection.	10 p per copy
Assets register	Wereham Parish Council Website. Hard copy	10 p per copy
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)	List kept on file for inspection. Hard Copy.	10 p per copy
Register of members' interests	Website (Borough Council of Kings Lynn and West Norfolk) (A link to this from PC Website)	
Register of gifts and hospitality	List kept on file for inspection. Hard Copy.	10 p per copy



<p><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)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	Wereham Parish Council has no allotments.	
Burial grounds and closed churchyards	Wereham Parish Council has records and registers available for inspection by request. Hard copy.	10 p per copy. Inspection fee may be applicable.
Community centres and village halls	Wereham Parish Council does not own or run a community centre or village hall. Wereham does have however a Wereham Village Hall which is a charity in its own right they have their own website.	
Parks, playing fields and recreational facilities	Wereham Parish Council has a play area and field open to the public. The field is available to hire at £10 per day. Application available on request from	Nil

	the Clerk.	
Seating, litter bins, clocks, memorials and lighting	Assets Register – website Hard Copy	10 p per copy
Bus shelters	Wereham Parish Council doesn't own any currently.	
Markets	Wereham Parish Council does not run any markets.	
Public conveniences	Wereham Parish Council does not run or own any public conveniences.	
Agency agreements	Wereham Parish Council does not currently have any agreements in place with an agency.	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Wereham Parish Council Website – Burials. Hard copy	10 p per copy
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
News items – news; road closures; public health notices.	Wereham Parish Council website. Hard copy.	10 p per copy

**Document Control**

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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5 p per sheet (black & white)	Actual cost 10 p per page including staff time*
	Photocopying @ 5 p per sheet (colour)	Actual cost 10 p per page including staff time*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class at Clerk discretion if larger than one postage stamp.
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Inspection Fee	In relation to Burial records, this is displayed within the Burial Policy Fees Table.

\* the actual cost incurred by the public authority