

Information available from West Dereham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>www.west-dereham-parish-council.norfolkparishes.gov.uk Nick Drew (Chair) 01366 502109 Sue Pepper (Vice Chair) 01366 502223 Stuart Glover 07775 515102 Tim Glover 07775 515101 Keith Gore 07516 906086 Andy Challen wdhchair@gmail.com Clerk: Sharon Sweet Also Annual Parish Meeting Record delivered to every household in West Dereham</p>	
Who's who on the Council and its Committees	As above	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk: Sharon Sweet, 2 Grimshoe Road, Downham Market, PE38 9RA Tel: 07823 772 270 E-mail: clerk@westderehamparishcouncil.uk	N/A
Accessibility details	Contact Clerk	N/A
Staffing structure	Clerk is only employee	N/A
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard copy available from Clerk	Free 50p per sheet
Finalised budget	Website Hard copy available from Clerk	Free 50p per sheet
Precept	Contact Clerk, website and PC Minutes	N/A
Borrowing Approval letter	N/A	N/A

Standing Orders and Financial Regulations	Website Hard Copy available from Clerk	Free 50p per sheet
Grants given and received	N/A	N/A
List of current contracts awarded and value of contract	Contact Clerk	50p per sheet
Members' allowances and expenses	N/A	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy available from Clerk Website Copy delivered to every household in West Dereham	50p per sheet Free
Quality status – <i>Awarded June 2012</i>	File held by clerk	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Contact Clerk, website or village notice boards. Notice of every meeting delivered to every household in West Dereham shortly before meeting.	N/A
Agendas of meetings (as above)	Contact Clerk website village notice boards and displayed to attendees at PC Meetings	50p per sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy available from Clerk, Website, 'The Pump' and presented to attendees at PC Meetings	50p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy available from Clerk and recorded in PC Minutes	50p per sheet
Responses to consultation papers	Hard copy available from Clerk and recorded in PC Minutes	50p per sheet
Responses to planning applications	Hard copy available from Clerk and recorded in PC Minutes	50p per sheet
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures		

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:	Hard copies available from Clerk Website	50p per sheet Free
Policies and procedures for the provision of services and about the employment of staff:	Hard copy of Clerk's Contract available from Clerk Further information regarding procedures available from Clerk	50p per sheet
Schedule of charges (for the publication of information)	See below and available from Clerk	N/A
Class 6 – Lists and Registers 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)	N/A	N/A
Assets Register	Hard copy available from Clerk Website	50p per sheet Free
Register of members' interests	Hard copy available from Clerk Website	50p per sheet Free
Register of gifts and hospitality	N/A	N/A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Information available from Clerk, website and PC monthly household leaflet	50p per sheet Free
Cemetery	Information available from Clerk, website and PC monthly household leaflet	50p per sheet Free
Village hall	Website link and PC monthly household leaflet	N/A
Playing field and recreational facilities	Information available from Clerk PC monthly household leaflet	50p per sheet Free
Seating, litter bins and lighting	Information available from Clerk PC monthly household leaflet	50p per sheet Free
Bus shelter	Information available from Clerk PC monthly household leaflet	50p per sheet Free
Markets	N/A	N/A
Public conveniences	N/A	N/A

Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Information available from Clerk Website and PC monthly household leaflet	50p per sheet Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details:

Clerk: Sharon Sweet, 2 Grimshoe Road, Downham Market, PE38 9RA

Tel: 07823 772 270 E-mail: clerk@westderehamparishcouncil.uk

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 @ 50p per sheet (black & white)	Actual cost N.B. (photocopying charges include administration fee)
	Postage	Actual cost of Royal Mail standard 2 nd class
Administration Fee	Clerk's time	In accordance with clerk's salary scale spine point 23 (National Joint Council for Local Government Services)
Other		

* The actual cost incurred by the public authority