



Information available from Weasenham Parish Council under the Model Publication Scheme

Weasenham Parish Council endeavours to make as much information available to parishioners free of charge. All items marked hard copy are available at a cost of 15p per sheet plus 2nd class postage however this charge will only be levied when the total cost of producing information exceeds £2.50. Requesters will be made aware of cost prior to information being produced, and payment is to be received in advance. Website items are free. Items marked website also available at no cost by e-mail.

Statutory Fees are in accordance with the relevant legislation.

Hard Copies are available from the Clerk: Gail Robinson, Clerk to the Council
weasenhampc@gmail.com

Last Reviewed	June 2022
Adopted	21 st June 2022
Next Review	June 2024

Information to be published	How the information can be obtained
Who we are and what we do	
Who's who on the Council and its Committees	Website/Hard copy
Contact details for Parish Clerk and Council members	Website/Hard Copy
What we spend and how we spend it	
Annual return form and report by auditor	Website/Hard Copy
Finalised budget	Hard Copy
Precept	Hard Copy
Borrowing Approval letter	Hard Copy
Financial Standing Orders and Regulations	Website/Hard copy
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Hard Copy
What our priorities are and how we are doing	
Annual Report to Parish or Community Meeting	Delivered to every household Website/Hard Copy
Local charters drawn up in accordance with DCLG guidelines	None in Place

How we make decisions	
Timetable of meetings	Website/Hard Copy
Agendas of meetings	Website Hard Copy
Minutes of meetings	Website/Hard Copy
Reports presented to council meetings	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	Website (Breckland District Council)/Hard Copy
Bye-laws	None Made
Our policies and procedures	
Policies and procedures for the conduct of council business: Procedural standing orders Financial regulations Code of Conduct Complaints Handling & Procedure Document Retention & Disposal Policy Equality & Diversity Policy General Privacy Notice Managing Unreasonable Complainant Behaviour and Procedure Policy Risk Assessment Policy Safeguarding Policy Inspection Policy Councils Expenses Policy General Data Protection Policy Co-Option Policy Complaints procedure Expenses policy	Website/Hard Copy
Policies and procedures for handling requests for information	Website/Hard Copy

Weasenham Publication Scheme

Complaints procedures (including those covering requests for information and operating the publication scheme) Freedom of Information Guide	
Schedule of charges (for the publication of information)	Website/Hard Copy/ At base of document

Lists and Registers	
Any publicly available register or list	Access only
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)	Hard Copy
Register of members' interests	Hard Copy
Register of gifts and hospitality	Hard Copy
The services we offer	
Community Building	Website
Recreation ground, Play equipment	Hard Copy
Noticeboards	Hard Copy
SAM2 Sign	Hard Copy
Defibrillator	Hard Copy
Seats, litter bins, dog bins	Hard Copy
Grasscutting	Hard Copy
War Memorial	Hard Copy