



Parish Clerk: Mrs D. Jacob
5 Crocklands
Greenstead Green
Halstead
Essex
CO9 1QY
Tel: 07907631172

Wickham St Pauls Parish Council

Publication Scheme

The Freedom of Information Act 2000 provides members of the public with basic rights of access to certain types of information. The documents are often available through the Wickham St Pauls Parish Council website. Where hard copies are required there is a charge detailed on the table below, and Wickham St Pauls Parish Council has 28 days to provide the relevant information.

Contact details:

Wickham St Pauls Parish Council
Mrs D. Jacob (Parish Clerk & Responsible Financial Officer)
5 Crocklands
Greenstead Green
Halstead
Essex
CO9 1QY

Schedule of charges

| Information to be published | How the information can be obtained | Cost (per side of A4) |
|--|-------------------------------------|-----------------------|
| Class 1 – Who we are and what we do (organisational Information, structures, locations and contacts) | | |
| Councillors and its Committees | Website Hard Copy | FREE £5.00 |
| Contact details of Clerk and Council members Diane Jacob - Parish Clerk parishclerk@wickhamstpaulsparishcouncil.org Tel: 07907631172 Martin Cooper – Chairman martincooper@wickhamstpaulsparishcouncil.org | Website Hard Copy | FREE £5.00 |
| 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) | | |
| Annual return form and report by auditor | Website Hard Copy | FREE £5.00 |
| Finalised Budget | Hard Copy | £5.00 |
| Precept | Hard Copy | £5.00 |
| Financial Regulations | Website Hard Copy | FREE £5.00 |

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| Grants given and received | Hard Copy | £5.00 |
| Class 3 – what our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Annual report | Website Hard Copy | FREE £5.00 |
| Quality status | Hard Copy | £5.00 |
| Class 4 – how we make decisions (decision making processes and records of decisions current and previous council year as a minimum) | | |
| Timetable of meetings | Website Hard Copy | FREE £5.00 |
| Agendas of meetings | Website Hard Copy | FREE £5.00 |
| Minutes of meetings | Website Hard Copy | FREE £5.00 |
| Class 5 – our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Standing Orders | Website | FREE |
| Code of Conduct | Website | FREE |
| Policy Statements | Website | FREE |
| Equality and Diversity Policy | Website | FREE |
| Complaints procedure | Website | FREE |
| Health and Safety Policy | Website | FREE |
| Data Protection Policy | Website | FREE |
| Grievance & Disciplinary Policy | Website Hard Copy | FREE £5.00 |
| Class 6 – lists and registers | | |
| Assets Register | Hard Copy | £5.00 |
| Register of member's interests | Website Hard Copy | FREE £5.00 |
| Class 7 – the service we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (if applicable)) | | |
| Allotments (We do not have any allotments) | Hard Copy | |
| Village Hall | Hard Copy | £5.00 |
| Parks, Playing fields and recreational facilities | Hard Copy | £5.00 |
| Litter bins | Hard Copy | £5.00 |

Re-Adopted

Date 27th May 2025

Minute reference 25/060 Item W

SignedChairman

Review Date: May 2026