

Information available from Wickwar Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	Wickwar Parish Council Elected Councillors representing Wickwar Parish.	-
Who's who on the Council and Working Parties	Chairman Mr Stephen Isaac Vice Chairman Mr Gareth Fielding Councillor Mrs Angie Carroll Councillor Mr Andrew Pennington Councillor Mrs Patricia Trull Councillor Mr Jason Jones Councillor Mr Robert Houghton	-
Contact details for Parish Clerk and Council members	Clerk – Vacant from 14/01/22 Wickwar Town Hall High Street Wickwar	-

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	Wotton-Under-Edge GL12 8NP Tel: 07895 527353 clerk@wickwarparishcouncil.gov.uk Published on www.wickwarparishcouncil.gov.uk Chairman Mr Stephen Isaac Elm Croft Hall End Wickwar M: 07811 529311 Email: stephen@wickwarparishcouncil.gov.uk Vice Chairman Mr Gareth Fielding Email: gareth@wickwarparishcouncil.gov.uk Councillor Mrs Angie Carroll Email: angie@wickwarparishcouncil.gov.uk Councillor Mr Andrew Pennington Email: andy@wickwarparishcouncil.gov.uk	

Information to be published	How the information can be obtained	Cost
	Councillor Mrs Patricia Trull 82 Sodbury Road Wickwar GL12 8NT Tel: 07742 400467 Email: Pat.Trull@southglos.gov.uk Councillor Mr Jason Jones Email: jason@wickwarparishcouncil.gov.uk Councillor Mr Robert Houghton Email: robert@wickwarparishcouncil.gov.uk	
Location of main Council office and accessibility details	Wickwar Town Hall High Street Wickwar Wotton-Under-Edge GL12 8NP C17 building – limited access	-
Staffing structure	Clerk Clock Winder	-

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it Accounts available for parishioners to inspect at any time convenient to Clerk and parishioner.	Council holds an annual budget working group in January of each year to budget for the next financial year's spending and precept.	-
Annual return form and report by auditor	Kept by the Clerk. Copied to all Parish Councillors. Advertised each year on noticeboard and published on www.wickwarparishcouncil.gov.uk	10p per copy (page)
Finalised budget	Copy held by Clerk and Parish Councillors. Published on website www.wickwarparishcouncil.gov.uk	10p per copy (page)
Precept 2021/22 Community Infrastructure Levy 2021/22	£49,187 £52,218.62	-
Borrowing Approval letter	N/A	-
Standing Orders and Financial Regulations	Adopted each year at the Council's Annual Meeting of the Parish Council (May). Published on www.wickwarparishcouncil.gov.uk	10p per copy (page)
Grants given and received	Copy of grants given by the Council under Section 137 of the Local Government Act. List supplied at the Annual Meeting of the Parish Council (May) and recorded in minutes. Published on www.wickwarparishcouncil.gov.uk	10p per copy (page)

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List of current contracts awarded and value of contract: Localism Contract with South Gloucestershire Council 1st April 2021 – 31st March 2022 for grass cutting and bins, renewed 1st April 2022 – 31st March 2023 AMENITY GRASS (North Rd & Inglestone Rd verges) - 1,539.36 m2 - £534.82 p.a. AMENITY GRASS Sodbury Road - 590.00 m2 - £115.30 p.a. 5 PARISH LITTER BINS (Weekly) - £1,307.70 p.a. 5 DOG BINS (Weekly) - £1,307.70 p.a. Total value - £3,265.52 p.a. Insurance contract with BHIB Councils Insurance 1st June 2021 - 31st May 2024 (3 years) £1,482.66 p.a. Grass cutting contract (play area & cemetery) with DR Howse Services Ltd 1st April 2021 - 31st October 2023 (3 years) Grass cutting and pitch maintenance contract (KGV field) Prestige Grounds 1st April 2021 - 31st October 2023 (3 years) Town Hall electricity contract with Octopus Energy 22nd September 2021 - 21st September 2024 (3 years fixed price) - 37.7p daily standing charge plus 18.91p unit rate Kwh	Copies – Parish Clerk All contracts (including shorter utilities contracts and insurance) listed on asset register published www.wickwarparishcouncil.gov.uk	10p per copy (page)

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Pavilion electricity contract with Octopus Energy 17th September 2021 - 16th September 2024 (3 years fixed price) - 37.7p daily standing charge plus 18.91p unit rate Kwh Town Hall broadband contract with Plus Net 3rd August 2020 - 2nd August 2022 @ £18pm NET (2 years) Clerk's mobile phone contract with Tesco Mobile @ £10pm – monthly rolling Annual maintenance contract to service Town Hall Clock with Cumbria Clock Company- rolling/ ongoing (approx. £130 p.a.) Annual play area inspection contract with Play Safety (ROSPA) – rolling/ ongoing Income Bromford (formerly Merlin Housing Society Ltd) lease land at The Buthay 1st April 2018 to 1st April 2028 £1000pa Grazing Agreement for Park Field 1st April 2021 - 31st October 2021 (£105 tendered) Due for retender from 1st April 2022.		
Members' allowances and expenses	Wickwar Parish Councillors can claim travel expenses for attending meetings outside the parish. Expenses policy published on www.wickwarparishcouncil.gov.uk	10p per copy (page)

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing	Ongoing improvement to the King George V Playing Fields. Play equipment and sporting facilities and pavilion. Improvement and upkeep of Wickwar Community Centre and Town Hall. Annual Audit of accounts, internal and external audits. Annual Inspection of Play equipment by ROSPA Action Plan 2020 – 2025 agreed. Request copy from Clerk. Reviewed every three months at Parish Council meetings.	-
Parish Plan	Undertaken by Village representatives. Copy of Plan available from Clerk.	10p per copy (page)
Annual Report to Parish or Community Meeting	Copies of AMPC and Annual Parish Assembly minutes including reports, available from the Clerk. Displayed on Parish Notice Board and published on www.wickwarparishcouncil.gov.uk	10p per copy (page)
Quality status	N/A	-
Local charters drawn up in accordance with DCLG guidelines	N/A	-

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions	Decisions made will be by debate and the majority vote at Parish Council meetings.	-
Timetable of Meetings	Parish Council meeting on the first Wednesday of each month. Commencing at 7pm There is no Parish Council meeting in August. Meeting dates published on www.wickwarparishcouncil.gov.uk	-
Agendas of Meetings	Advertised on the Parish Notice board and published on www.wickwarparishcouncil.gov.uk Date in the Parish Magazine.	10p per copy (page)
Minutes of Meetings	Advertised on the Parish Notice board and published on www.wickwarparishcouncil.gov.uk	10p per copy (page)
Reports presented to Council Meetings	Advertised on the Parish Notice board and published on www.wickwarparishcouncil.gov.uk .	10p per copy (page)
Responses to consultation papers	Responses to consultation papers are made at the appropriate Parish Council Meeting. Request from Clerk.	10p per copy (page)
Responses to planning applications	Responses to Planning Applications received are made at the appropriate Parish Council Meeting and recorded in the minutes published on www.wickwarparishcouncil.gov.uk	10p per copy (page)
Bye-laws	None	-

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures	Policies and procedures are set for the Council to abide by are set out in the Council's Standing Orders and Financial Regulations	10p per copy (page)
Policies and procedures for the conduct of council business: Procedural standing orders Working Party Delegated authority in respect of Officers	Adhered to by the Council and re-adopted on an annual basis. Published on www.wickwarparishcouncil.gov.uk Budget Working Party CIL/S106 Working Group - Terms of Reference published on www.wickwarparishcouncil.gov.uk -Financial Regulations 4.1 Clerk may authorise purchases up to £300 (within budget) in conjunction with the Chairman -Financial Regulation 4.5 in cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council up to £500 -Standing Orders 15 xv In circumstances where the Chairman does not deem an extraordinary meeting necessary, but a planning application requires consideration before the next ordinary	10p per copy (page)

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Code of Conduct	meeting of the Council, responsibility for responding to the planning application will be delegated to the Clerk. Parish Councillors comply with the Code of Conduct. Published on www.wickwarparishcouncil.gov.uk	
Co-option procedure	Published on www.wickwarparishcouncil.gov.uk	
Policy statements	N/A	
Policies and procedures for the provision of services and about the employment of staff:		10p per copy (page)
Internal policies relating to the delivery of services	See Standing Orders published on www.wickwarparishcouncil.gov.uk	
Equality and diversity policy	Published on www.wickwarparishcouncil.gov.uk	
Safeguarding Policy	Compliance with the Law	
Health and safety policy	Published on www.wickwarparishcouncil.gov.uk	
Recruitment policies (including current vacancies)	Compliance with the Law	
Policies and procedures for handling requests for information	Published on www.wickwarparishcouncil.gov.uk	

Information to be published	How the information can be obtained	Cost
Data Protection Policy & Information Security Policy.	Published on www.wickwarparishcouncil.gov.uk Compliance under the UK General Data Protection Regulation and Data Protection Act (2018)	
Sickness Absence Policy	Published on www.wickwarparishcouncil.gov.uk	
Disciplinary & Grievance Policy	Published on www.wickwarparishcouncil.gov.uk	
Expenses Policy	Published on www.wickwarparishcouncil.gov.uk	
Complaints Policy	Published on www.wickwarparishcouncil.gov.uk	
Risk Management Policy	Published on www.wickwarparishcouncil.gov.uk	
Grants Policy	Published on www.wickwarparishcouncil.gov.uk	
Information security policy - Data Protection Policy & Information Security Policy.	Published on www.wickwarparishcouncil.gov.uk Compliance under the UK General Data Protection Regulation and Data Protection Act (2018)	-
Records management policies (records retention, destruction and archive) – Document Retention & Disposal Policy	Published on www.wickwarparishcouncil.gov.uk	-
Data protection policies GDPR May 2018	Published on www.wickwarparishcouncil.gov.uk Compliance under the UK General Data Protection Regulation and Data Protection Act (2018)	-

Information to be published	How the information can be obtained	Cost
Schedule of charges	Request from the Clerk.	
Class 6 – Lists and Registers Currently maintained lists and registers only	Asset Register - Published on www.wickwarparishcouncil.gov.uk Burial Register kept - Contact Clerk to view Declarations of Interests made by Parish Councillors at the beginning of Council meetings recorded in minutes published on www.wickwarparishcouncil.gov.uk	-
Any publicly available register or list	Copies obtained from the Clerk	10p per copy (page)
Assets Register	Published on www.wickwarparishcouncil.gov.uk	10p per copy (page)
Disclosure log – Information that has been released in respect of FOI requests	Copies obtained from the Clerk	10p per copy (page)
Register of members' interests	Published on www.wickwarparishcouncil.gov.uk And www.southglos.gov.uk	10p per copy (page)
Register of gifts and hospitality	None	
Class 7 – The services we offer 	King George V Playing Fields, play and sporting facilities (sole trustee) Parish Cemetery Community Centre (custodian trustee)	
Allotments	None	
Burial grounds and closed churchyard	Contact Clerk for further information. Cemetery regulations published on	10p per copy (page)

Information to be published	How the information can be obtained	Cost
	www.wickwarparishcouncil.gov.uk and noticeboard.	
Community Centre and Town Hall	Community Centre - Contact management committee – details on www.wickwarparishcouncil.gov.uk or Clerk. Town Hall - Contact Clerk for details of use and hire	
Parks, playing fields and recreational facilities	King George V Playing Fields – Contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Seating – Parish Cemetery Seating – King George V Playing Fields Town Hall Clock , daily winding and maintenance. 6 litter bins and 5 dog bins.	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Burial Fees Cemetery charges published on www.wickwarparishcouncil.gov.uk and noticeboard.	10p per copy (page)

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Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details:

Parish Clerk – Vacant form 14/01/22

Wickwar Town Hall
High Street
Wickwar
Wotton-Under-Edge
GL12 8NP
Tel: 07895 527353
clerk@wickwarparishcouncil.gov.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 @ 10p per sheet	Cost of ink and paper.
	Postage at standard rate	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		N/A
Other		N/A

Charges payable by cheque (payable to Wickwar Parish Council) or
BACS

Unity Trust Bank - Wickwar Parish Council

Sort Code: 60-83-01

Account: 20414359

(Please give your name as the reference)

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