

## Information available from Wells-next-the-Sea Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<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>Website: <a href="http://wellstc.norfolkparishes.gov.uk/">http://wellstc.norfolkparishes.gov.uk/</a></p> <p>Hard Copy: Wells Community Hospital Mill Road Wells-next-the-Sea NR23 1RF <a href="mailto:clerk@wellstowncouncil.org.uk">clerk@wellstowncouncil.org.uk</a> 01328 710564</p>	As per Schedule below
Who's who on the Council and its Committees	Website/Hard Copy As Above	As per Schedule below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard Copy As Above	As per Schedule below
Location of main Council office and accessibility details	Website as above Council Notice Board Maltings Staithe Street	As per Schedule below
Staffing structure	Website/hardcopy As above	As per Schedule below

<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>Website:  <a href="http://wellstc.norfolkparishes.gov.uk/">http://wellstc.norfolkparishes.gov.uk/</a></p> <p>Hard Copy:  Wells Community Hospital  Mill Road Wells-next-the-Sea  NR23 1RF  <a href="mailto:clerk@wellstowncouncil.org.uk">clerk@wellstowncouncil.org.uk</a>  01328 710564</p>	<p>As per  Schedule  below</p>
<p>Annual return form and report by auditor</p>	<p>Hard Copy  As above</p>	<p>As per  Schedule  below</p>
<p>Finalised budget</p>	<p>Website/Hard Copy  As Above</p>	<p>As per  Schedule  below</p>
<p>Precept</p>	<p>Hard Copy  As Above</p>	<p>As per  Schedule  below</p>
<p>Borrowing Approval letter</p>	<p>Hard Copy  As Above</p>	<p>As per  Schedule  below</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website/Hard Copy  As Above</p>	<p>As per  Schedule  below</p>
<p>Grants given and received</p>	<p>Hard Copy  As Above</p>	<p>As per  Schedule  below</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard Copy  As Above</p>	<p>As per  Schedule  below</p>
<p>Members' allowances and expenses</p>	<p>Hard Copy  As Above</p>	<p>As per  Schedule  below</p>

<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>Website: <a href="http://wellstc.norfolkparishes.gov.uk/">http://wellstc.norfolkparishes.gov.uk/</a></p> <p>Hard Copy: Wells Community Hospital Mill Road Wells-next-the-Sea NR23 1RF <a href="mailto:clerk@wellstowncouncil.org.uk">clerk@wellstowncouncil.org.uk</a> 01328 710564</p>	<p>As per Schedule below</p>
<p>Parish Plan (current and previous year as a minimum)</p>	<p>N/A</p>	<p>As per Schedule below</p>
<p>Annual Report to Parish or Community Meeting</p>	<p>Website/Hard Copy As Above</p>	<p>As per Schedule below</p>
<p>Quality status</p>	<p>N/A</p>	<p>As per Schedule below</p>
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>N/A</p>	<p>As per Schedule below</p>
<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>	<p>Website: <a href="http://wellstc.norfolkparishes.gov.uk/">http://wellstc.norfolkparishes.gov.uk/</a></p> <p>Hard Copy: Wells Community Hospital Mill Road Wells-next-the-Sea NR23 1RF <a href="mailto:clerk@wellstowncouncil.org.uk">clerk@wellstowncouncil.org.uk</a> 01328 710564</p>	<p>As per Schedule below</p>

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Council Notice Board Maltings Staithe Street Website/Hard Copy As Above	As per Schedule below
Agendas of meetings (as above)	Council Notice Board Maltings Staithe Street Website/Hard Copy As Above	As per Schedule below
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Council Notice Board Maltings Staithe Street Website/Hard Copy As Above	As per Schedule below
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy As Above	As per Schedule below
Responses to consultation papers	Hard Copy As Above	As per Schedule below
Responses to planning applications (detail can be found on minutes of planning committee meeting)	Council Notice Board Maltings Staithe Street Website/Hard Copy As Above	As per Schedule below
Bye-laws	Hard Copy As Above	As per Schedule below

<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>Website:  <a href="http://wellstc.norfolkparishes.gov.uk/">http://wellstc.norfolkparishes.gov.uk/</a></p> <p>Hard Copy:  Wells Community Hospital  Mill Road Wells-next-the-Sea  NR23 1RF  <a href="mailto:clerk@wellstowncouncil.org.uk">clerk@wellstowncouncil.org.uk</a>  01328 710564</p>	<p>As per Schedule below</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>Hard Copy  As Above</p>	<p>As per Schedule below</p>

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard Copy</p> <p>As Above</p>	<p>As per Schedule below</p>
<p>Information security policy</p>	<p>Hard Copy</p> <p>As Above</p>	<p>As per Schedule below</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy</p> <p>As Above</p>	<p>As per Schedule below</p>
<p>Data protection policies</p>	<p>Hard Copy</p> <p>As Above</p>	<p>As per Schedule below</p>
<p>Schedule of charges for the publication of information</p>	<p>Hard Copy</p> <p>As Above</p>	<p>As per Schedule below</p>

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Website:  <a href="http://wellstc.norfolkparishes.gov.uk/">http://wellstc.norfolkparishes.gov.uk/</a></p> <p>Hard Copy:  Wells Community Hospital  Mill Road Wells-next-the-Sea  NR23 1RF  <a href="mailto:clerk@wellstowncouncil.org.uk">clerk@wellstowncouncil.org.uk</a>  01328 710564</p> <p>(some information may only be available by inspection)</p>	<p>As per Schedule below</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Hard Copy  As Above</p>	<p>As per Schedule below</p>
<p>Assets Register</p>	<p>Hard Copy  As Above</p>	<p>As per Schedule below</p>
<p>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)</p>	<p>Hard Copy  As Above</p>	<p>As per Schedule below</p>
<p>Register of members' interests</p>	<p>Hard Copy  As Above</p>	<p>As per Schedule below</p>
<p>Register of gifts and hospitality</p>	<p>Hard Copy  As Above</p>	<p>As per Schedule below</p>

<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>	<p><b>Website:</b>  <a href="http://wellstc.norfolkparishes.gov.uk/">http://wellstc.norfolkparishes.gov.uk/</a></p> <p><b>Hard Copy:</b>          Wells Community Hospital          Mill Road Wells-next-the-Sea          NR23 1RF NR23 1AU  <a href="mailto:clerk@wellstowncouncil.org.uk">clerk@wellstowncouncil.org.uk</a>          01328 710564</p> <p>( some information may only be available by inspection)</p>	<p>As per Schedule below</p>
<p>Allotments</p>	<p>Website/Hard Copy          As Above</p>	<p>As per Schedule below</p>
<p>Burial grounds and closed churchyards</p>	<p>Website/Hard Copy          As Above</p>	<p>As per Schedule below</p>
<p>Community centres and village halls</p>	<p>N/A</p>	<p>As per Schedule below</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Hard Copy          As Above</p>	<p>As per Schedule below</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard Copy          As Above</p>	<p>As per Schedule below</p>
<p>Bus shelters</p>	<p>Hard Copy          As Above</p>	<p>As per Schedule below</p>
<p>Markets</p>	<p>N/A</p>	<p>As per Schedule</p>



		below
Public conveniences	N/A	As per Schedule below
Agency agreements	Hard Copy As Above	As per Schedule below
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Hard Copy As Above	As per Schedule below
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	N/A

**Contact details:** Website: <http://wellstc.norfolkparishes.gov.uk/>

The Clerk: Wells Community Hospital, Mill Road, Wells-next-the-Sea, NR23 1RF. Tel 01328 710564  
[clerk@wellstowncouncil.org.uk](mailto:clerk@wellstowncouncil.org.uk)

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying 10p per sheet (black & white)	Actual cost *
	Photocopying £1 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fees</b>		In accordance with the relevant legislation
<b><u>SEARCHES OF BURIAL/CEMETERY REGISTERS AND COPIES TAKEN THEREFROM</u></b>		
1)	Every search covering a period of not more than one year	£10.00
2)	Every Additional Year	£5.00
3)	Every Certified Copy of an entry of burial in the registers	£10.00
<b>The above fees are for persons who are permanent residents of the Civil Parish of Wells. In other cases the above fees will be doubled. However, special consideration will be given to non-residents with a family or local connection.</b>		

\* the actual cost incurred by the public authority