

Information available from Wilberfoss Parish Council

Information	How the information can be obtained
<p>Class1 - Who we are and what we do</p> <p>Who's who on the Council and its Committees</p> <p>Contact details for Parish Clerk and Council members</p> <p>Council Meetings are held in the Community Centre, which has full access for wheelchair users</p> <p>Staffing structure</p>	<p>Link</p> <p>Link</p> <p>Community Centre</p> <p>Link</p>
<p>Class 2 – What we spend and how we spend it</p> <p>Audited accounts latest FY</p> <p>Current financial year to date</p> <p>Financial Regulations</p> <p>List of current contracts awarded</p> <p>Members' allowances and expenses: WPC reimburses its councillors and clerk for necessary out of pocket expenses incurred whilst on council business. All expenses paid are agreed at a Parish Council meeting and minuted.</p>	<p>Link</p> <p>Contact Clerk</p> <p>Link</p> <p>Contact Clerk</p> <p>Link</p>

Information	How the information can be obtained
<p>Class 3 – What our priorities are and how we are doing</p> <p>See Meeting Minutes</p> <p>Parish Plan (produced independently of the Parish Council)</p> <p>Annual Report to Parish Meeting</p>	<p>Link</p> <p>Link</p> <p>Link</p>
<p>Class 4 – How we make decisions</p> <p>Timetable of meetings</p> <p>Agendas/Minutes</p> <p>Responses to consultation papers, responses to planning applications and reports presented to council meetings will be incorporated in the minutes of meetings</p>	<p>Link</p> <p>Link</p>
<p>Class 5 – Our policies and procedures</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference will be incorporated in Minutes</p> <p>Delegated authority in respect of officers will be incorporated in Minutes</p>	<p>Link</p>

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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Wilberfoss Parish Council follows the guidance given by ERNLLCA</p> <p>Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p> <p>Complaints procedures</p>	<p>Link</p>
<p>Class 6 – Lists and Registers</p> <p>Assets Register</p> <p>Register of members' interests</p>	<p>Hard copy – contact Clerk</p>
<p>Class 7 – The services we offer</p> <p>Allotments are provided by the Council but operated and managed by the Allotments Association</p> <p>Seating, litter bins, bus shelters, memorials and lighting</p>	<p>Link</p> <p>Contact Clerk</p>

SCHEDULE OF CHARGES

Hard copies (ie printouts or photocopies) will be provided on a “time plus unit cost” basis. Any fees payable will be kept to a minimum and Wilberfoss Parish Council will endeavour to provide as much information as possible electronically to improve accessibility.

Any information not available from the website may be available from the Parish Clerk:

Mrs Sarah Wills, 2 Paddock Close, Wilberfoss

Telephone: 01759 380123

Email: sarah-wills@supanet.com

Last reviewed 5th November 2014