

Information available from Wigmore Group Parish Council under the model publication scheme

Adopted March 2025

The following schedule describes the information published by the Council under its Publication Scheme. Where possible, all information is published on the Parish Council www.wigmoregroupparishcouncil.gov.uk. The website information includes all the information required to be published by the Transparency Code for smaller councils.

The information shown below can be requested on paper or by email as pdf documents .

Hard copies of the information in the schedule, for which a charge for disbursements may be made (see below), can be requested in person, by telephone, by email or in writing to the Clerk at the address below.

A small charge may be made for hard paper copies supplied plus, if this is required to be posted, the cost of second-class postage at the rates applicable at the time (see schedule of charges below).

Copies of documents emailed will be supplied without charge.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Contact details for Parish Clerk (name, telephone and email address)	Website	Free
Contact details Council members (name, telephone and email address)	Website Emailed copy from Clerk Hard copy from Clerk	Free Free Free See below
Location of main Council office and accessibility detailss	Not applicable	
Staffing structure	Not applicable	
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) The current and previous financial year (April to May) will be available as a minimum. Older information may not be readily available.		

Annual return form and report by auditor	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Finalised budget	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Precept	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Grants given and received	Emailed copy from Clerk Hard copy from Clerk	Free See below
List of current contracts awarded and value of contract	Emailed copy from Clerk Hard copy from Clerk	Free See below
Members' allowances and expenses	Emailed copy from Clerk Hard copy from Clerk	Free See below
List of financial transactions above £100	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Development Plan	Website Hard copy from Clerk	Free See below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy from Clerk	Free See below
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Noticeboards Website Emailed copy from Clerk	Free Free Free
Agendas of meetings (as above)	Website Posted on notice boards in advance of meetings	Free Free

	Emailed copy from Clerk Hard copy from Clerk	Free Free below
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Emailed copy from Clerk Hard copy from Clerk	Free See below
Responses to consultation papers	Emailed copy from Clerk Hard copy from Clerk	Free See below
Responses to planning applications	Emailed copy from Clerk Hard copy from Clerk	Free See below
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website N/A Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Data protection policies	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below

Schedule of charges (for the publication of information)	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Class 6 – Lists and Registers Currently maintained lists and registers only		
Electoral Registers for Elton, Leinthall Starkes, Pipe Aston and Wigmore	Available for inspection at the Electoral Services Office, Town Hall, Hereford.	n/a
Assets Register	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Disclosure log	Not applicable	
Register of members' interests	Website Emailed copy from Clerk	Free Free
Register of gifts and hospitality	Emailed copy from Clerk Hard copy from Clerk	Free See below
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Emailed copy from Clerk Hard copy from Clerk the Clerk.	Free Free
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities (including seating)	Emailed copy from Clerk Hard copy from Clerk	Free See below
Seating, litter bins, clocks, memorials and lighting Dog waste bin on School Lane, Wigmore	On application to the Clerk.	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information		

Contact details

Clerk to the Council

Mrs Maggie Brown

clerk@wigmoregroupparishcouncil.gov.uk

Schedule of charges

Paper copies of documents not shown as 'free' in the table above may be charged at the following rates.

In addition, if copies are required to be posted, the cost of second-class postage at the rates applicable at the time will be charged.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost* of Royal Mail standard 2 nd class
Statutory Fee	None.	In accordance with the relevant legislation.

* the actual cost incurred by the public authority