

Information available from Wilmington Parish Council under the model publication scheme as issued by the Information Commissioner's Office

Information Published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Whos's who on the Council	Website	Free
Contact details for Parish Clerk and Council Members	Website	Free
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website/Notice Boards	Free
Finalised Budget	Website	Free
Precept	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants Given and received	Website (Minutes)	Free
Members expenses	Website (Finance)	Free
Class 3 -What our Priorities are and how we are doing		
Parish Plan	N/A	
Report at Annual Meeting	Website	Free
Local Charters	N/A	
Class 4 – How we make decisions		
Timetable of Meetings	Website/Notice boards	Free
Agendas of Meetings	Website	Free
Minutes of Meetings	Website	Free
Reports presented to Council Meetings	Clerk by e-mail	Free
Responses to consultation papers	Website/Clerk by e-mail	Free
Responses to planning applications	Website (Minutes)	Free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business		
<ul style="list-style-type: none"> Procedural Standing Orders 	Website	Free
<ul style="list-style-type: none"> Working Party Terms of Reference 	N/A	
<ul style="list-style-type: none"> Code of Conduct 	Website	Free
<ul style="list-style-type: none"> Policy Statements 	Website	Free
<ul style="list-style-type: none"> Equality and Diversity Policy 	Website	Free
<ul style="list-style-type: none"> Policies and procedures for handling requests for information 	Website	Free

• Complaints Procedures (including those covering requests for information)	Website	Free
Records Management Policy	Website	Free
Data Protection Policy	Website	Free
Schedule of Charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Assets Register	Clerk by e-mail	Free
Disclosure Log	N/A	
Register of Members Interest	Website	Free
Class 7 – The services we offer		
Allotments	Clerk	Free
Pavilion	Clerk	Free
Parks & Playing Fields	Clerk	Free
Seating, litter bins, memorials and lighting	Clerk	Free
Class 7 continued		
Bus Shelters	Clerk	Free
Cemetery	N/A	
Markets	N/A	
Public conveniences	N/A	
Additional Information		
Other information not listed above	Clerk	Where appropriate £25 per hour (min 0.5 hours + disbursements)

Schedule of Charges

Type of Charge	Description	Basis of charge
Disbursement cost	A4 Photocopying @ £0.10 per sheet (Blak and White) A4 Photocopying (Colour) Postage	Estimate of actual cost Actual cost of Royal Mail Second Class
Staff Time	£25 per hour	The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (s.4(4))

Date of Adoption – 4th February 2026

Review – May 2027