

**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
<b>Class 1 – Who we are and what we do</b>		
Whos's who on the Council	Website	Free
Contact details for Parish Clerk and Council Members	Website	Free
<b>Class 2 – What we spend and how we spend it</b>		
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
<b>Class 3 -What our Priorities are and how we are doing</b>		
Parish Plan	N/A	
Report at Annual Meeting	Website	Free
Local Charters	N/A	
<b>Class 4 – How we make decisions</b>		
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
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of Council business		
• Procedural Standing Orders	Website	Free
• Working Party Terms of Reference	N/A	
• Code of Conduct	Website	Free
• Policy Statements	Website	Free
• Equality and Diversity Policy	Website	Free
• 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
<b>Class 6 – Lists and Registers</b>		
Assets Register	Clerk by e-mail	Free
Disclosure Log	N/A	
Register of Members Interest	Website	Free
<b>Class 7 – The services we offer</b>		
Allotments	Clerk	Free
Pavilion	Clerk	Free
Parks & Playing Fields	Clerk	Free
Seating, litter bins, memorials and lighting	Clerk	Free
<b>Class 7 continued</b>		
Bus Shelters	Clerk	Free
Cemetery	N/A	
Markets	N/A	
Public conveniences	N/A	
<b>Additional Information</b>		
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
<b>Disbursement cost</b>	A4 Photocopying @ £0.10 per sheet (Black and White) A4 Photocopying (Colour) Postage	Estimate of actual cost Actual cost of Royal Mail Second Class
<b>Staff Time</b>	£25 per hour	The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (s.4(4))

Date of Adoption – 4<sup>th</sup> February 2026

Review – May 2027