



Waldringfield Parish Council

Publication Scheme

Adopted 14 November 2023

INTRODUCTION

This publication scheme outlines the Waldringfield Parish Council's commitment to transparency and openness by making information available to the public as part of its normal business activities. The chart below outlines the information available from the Parish Council and are listed in categories of information recommended by the Information Commissioner's Office .

PUBLICATION SCHEME

Type of information	Access options	Cost
Section 1 – Who we are and what we do		
List of Councillors and councillor responsibilities	Website Newsletter Printed hard copy	Free free £0.10 per page
Contact information for the Clerk	Website Newsletter Noticeboards	Free Free Free
Meetings Location	Website Newsletter Noticeboards*	Free Free Free
WPC Standing Orders	Website Printed hard copy	Free £0.10 per page
Section 2 – What we spend and how we spend it		
List of Receipts and payments		
Current month	Website (Supporting Documents of this month's meeting) Printed hard copies	Free – £0.10 per page
Last year	Website (end of year accounts – or Minutes of meetings for monthly payments) Printed hard copies	Free £0.10 per page
Previous years	Website (previous year's documents) Printed hard copies	Free £0.10 per page

Annual accounts, AGAR and Auditors reports	Website	Free
	Printed hard copies	£0.10 per page
Budget – Current year	Website	Free
	Printed hard copy	£0.10 per page
Budget – previous years	Website	Free
	Printed hard copy	£0.10 per page
Members allowances and expenses	Printed hard copy	£0.10 per page
Financial standing orders	Website	Free
	Printed hard copy	£0.10 per page
Community grants awarded - Current year	Printed hard copy	£0.10 per page
Community grants awarded – previous years	Printed hard copy	£0.10 per page
Section 3 – What are our priorities and how we are doing it		
Parish Plan	Website	Free
	Printed hard copy	£0.10 per page
Chair’s report to the Annual Parish Meeting	Website	Free
	Printed hard copy	£0.10 per page
Section 4 – How we make decisions		
List of meetings dates	Website	Free
	Newsletter	Free
	Noticeboards*	Free
	Printed hard copy	£0.10 per page
Meeting Agendas and supporting documents	Website	Free
	Resident’s email group	Free
	Noticeboards*	Free
	Printed hard copy	£0.10 per page
Meeting Minutes (excludes In Camera sessions)	Website	Free
	Printed hard copy	£0.10 per page
Planning Application responses	Website	Free
	East Suffolk Council website	Free
	Printed hard copy	£0.10 per page
Public Consultation responses	Printed hard copy	£0.10 per page
Section 5 – Our Policies and Procedures		
Governance policies	Website	Free

	Printed hard copy	£0.10 per page
Employment Policies	Website	Free
	Printed hard copy	£0.10 per page
Schedule of Charges	Website	Free
	Printed hard copy	£0.10 per page
Data Protection Policies	Website	Free
	Printed hard copy	£0.10 per page
Website Accessibility policy	Website	Free
	Printed hard copy	£0.10 per page
Council Statements (eg: Climate and Ecological Emergency Statement)	Website	Free
	Printed hard copy	£0.10 per page
Section 6 – Lists and Registers		
Any publicly available list or register	None held	
Asset Register	Website	Free
	Printed hard copy	£0.10 per page
Member’s Register of Interests	Website	Free
	East Suffolk Council website	Free
	Printed hard copy	£0.10 per page
Register of gifts and hospitality	Printed hard copy	£0.10 per page

Waldringfield Parish Council Noticeboards are located :

- Cliff Road , in the layby on the right (heading to the waterfront), just before Sandy Lane - Coordinates: 52.052778, 1.326618; What Three Words: breathing.buggy.ignore
- Newbourne Road, on the verge by the entrance to the Club House - Coordinates: 52.056409, 1.304106; What three words: embers.wreck.shoulders

Waldringfield Parish Council’s website is:

<https://waldringfield.onesuffolk.net/parish-council/>

If you would like hard copies of any of the above listed information, please contact the Clerk:
Jennifer Shone-Tribley

Post: Low Farm, Ipswich Road, Waldringfield, Woodbridge, Suffolk IP12 4QU

E:mail: pc.waldringfield@googlemail.com

Phone: 01473 736475

Provision of the copies will only be made once payment is received.