

Information available from ~~WILSTON~~ Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p>website / clerk</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>clerk</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>website / clerk</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>website / clerk</p>	<p>Free</p>
<p>Staffing structure</p>	<p>clerk</p>	<p>Free</p>
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p>clerk</p>	<p>10 P Per copy</p>
<p>Annual return form and report by auditor</p>	<p>clerk</p>	<p>10 P Per copy</p>

Finalised budget	clerk	10 p per copy
Precept	clerk	10 p per copy
Borrowing Approval letter		
Financial Standing Orders and Regulations	clerk	10 p per copy
Grants given and received	clerk	10 p per copy
List of current contracts awarded and value of contract	clerk	10 p per copy
Members' allowances and expenses	clerk	10 p per copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	clerk	10 p per copy
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum	clerk	10 p per copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	clerk / website	free
Agendas of meetings (as above)	clerk / website	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	clerk / website	free

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	clerk	10p per copy
Responses to consultation papers	clerk	10p per copy
Responses to planning applications	clerk	10p per copy
Bye-laws	clerk	10p per copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only	clerk	10p per copy
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	clerk	10p per copy
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	clerk	10p per copy

Complaints procedures (including those covering requests for information and operating the publication scheme)	clerk	10p per copy
Information security policy	clerk	10p per copy
Records management policies (records retention, destruction and archive)	clerk	10p per copy
Data protection policies	clerk	10p per copy
Schedule of charges (for the publication of information)	clerk	10p per copy
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	clerk	10p per copy
Assets Register	clerk	10p per copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	clerk	10p per copy
Register of members' interests	clerk	10p per copy
Register of gifts and hospitality	clerk	10p per copy
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	clerk	10p per copy
Burial grounds and closed churchyards		

Community centres and village halls	website	clerk	free
Parks, playing fields and recreational facilities	clerk		10p per copy
Seating, litter bins, clocks, memorials and lighting	clerk		10p per copy
Bus shelters			
Markets			
Public conveniences			
Agency agreements			
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)			
Additional Information			
This will provide Councils with the opportunity to publish information that is not itemised in the lists above			

Contact details: clerk to the council
 Mrs S Gray
 Gray Gables Cottage
 2 Stone Street Road
 Boxford CO10 5NP
 Email clerk.pds@mad.abtinternet.com.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 0.5p per sheet (black & white)	Actual cost *
	Photocopying @ 1.5p per sheet (colour)	Actual cost
	Postage cost 2nd class	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority