

Information available from Whaddon Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy and/or website)	(see schedule of charges below)
Who's who on the Council and its Committees	Hard copy and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website	
Location of main Council office and accessibility details	Hard copy and website	
Staffing structure	n/a	
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)	(hard copy and/or website)	(see schedule of charges below)
Annual return form and report by auditor	Hard copy	

Finalised budget	Hard copy and website	
Precept	Hard copy and website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	Hard 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)	(see schedule of charges below)
Parish Plan (current and previous year as a minimum)	Hard copy and website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	(see schedule of charges below)
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website	
Agendas of meetings (as above)	Hard copy and website	

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	(see schedule of charges below)
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	Hard 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	Hard copy (where applicable)	

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)	Hard copy and website	
Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	Hard copy and website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	(see schedule of charges below)
Any publicly available register or list (electoral register)	Hard copy	
Assets Register	Hard 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)	n/a	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
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	(hard copy or website; some information may only be available by inspection)	(see schedule of charges below)
Allotments	n/a	

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

Contact details: Mrs G van Poortvliet (Clerk)
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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 @ 0p per sheet (black & white) *	See below *
	Photocopying @ 0p per sheet (colour) *	See below*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	n/a	n/a
Other		

* in general there will be no charge for viewing and photocopying information. However, bulk and multiple applications may be subject to a copying charge which will be based on the actual cost incurred by the Parish Council.