

WILSFORD PARISH COUNCIL - PUBLICATION SCHEME

Information available from Wilsford Parish Council under the model publication scheme.

INFORMATION TO BE PUBLISHED	HOW INFORMATION CAN BE OBTAINED	COST
CLASS 1 – Who are we and what we do: (Organisational information, structures, locations and contacts) This will be current information only NB: Councils should already be publishing as much information as possible about how they can be contacted.	Hard Copy or Website	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website	Free
Location of main Council office and accessibility details	N/A	
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) Current and previous financial year as a minimum	Hard Copy or Website	
Annual return form and report by auditor	Website	Free
Finalised Budget	Website	Free
Precept	Website	Free
Borrowing Approval Letter	N/A	
Financial Standing Orders and Regulations	Website	Free
Grants given and received (if any)	Website	Free
List of current contracts awarded and value of contract (if any)	Website	Free
Members' allowances and expenses	N/A	

CLASS 3 – What our priorities are and how are we doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy or Website	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
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) (Current and previous council year as a minimum)	Hard Copy or Website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) (NB: this will exclude any information that is properly regarded as private to the meeting)	Website	Free
Reports presented to council meetings (NB: this will exclude information that is properly regarded as private to the meeting)	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	Website	Free
CLASS 5 – Our policies and procedures (Current written protocols and procedures for delivering our services and responsibilities) Current information only	Hard Copy or Website	
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	Website	Free

CLASS 5 (Cont.)		
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 Complaints procedure (including those covering requests for information and operating the publication scheme) Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)	Website	Free
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)		
Assets Register	Website	Free
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)		
Register of members' interests	Website	Free
Register of gifts and hospitality		
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)	
Allotments	Website	Free
Burial Grounds and Closed Churchyards	N/A	
Community Centres and Village Halls	N/A	
Parks, Playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	N/A	

CLASS 7 (Cont.)		
Markets	N/A	
Public Conveniences	N/A	
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:

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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 at 20p per sheet (black and white)	Actual cost *
	Photocopying at 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd Class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

*Actual cost incurred by the public authority.

Based on SLCC NALC Model
Adopted by Wilsford Parish Council 23 February 2016
Reviewed and accepted 12 September 2017
Reviewed and accepted 11 June 2019

