

Information available from Wootton Bridge Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - 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>Web site, HIC</p> <p>Hard copy – contact Clerk at HIC</p>	<p>Free</p> <p>10p sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Web site, HIC</p> <p>Hard copy – contact Clerk at HIC</p>	<p>Free</p> <p>10p sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Web site, newsletter, HIC</p> <p>Hard copy – contact Clerk at HIC</p>	<p>Free</p> <p>10p sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Web site, HIC, newsletter</p>	<p>Free</p>
<p>Staffing structure</p>	<p>HIC</p> <p>Hard copy – contact Clerk at HIC</p>	<p>Free</p> <p>10p sheet</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>HIC</p> <p>Hard copy – contact Clerk at HIC</p> <p>HIC, Web site, annual report Hard copy – contact Clerk at HIC</p>	<p>Free</p> <p>10p sheet</p> <p>Free</p> <p>10p sheet</p>
<p>Annual return form and report by auditor</p>	<p>HIC, Notice Board Hard copy – contact Clerk at HIC</p>	<p>Free</p> <p>10p sheet</p>
<p>Finalised budget</p>	<p>HIC, Parish Council budget setting meeting Hard copy – contact Clerk at HIC</p>	<p>Free</p> <p>10p sheet</p>
<p>Precept</p>	<p>HIC, Parish Council budget setting meeting Hard copy – contact Clerk at HIC</p>	<p>Free</p> <p>10p sheet</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>	
<p>Financial Standing Orders and Regulations</p>	<p>HIC Hard copy – contact Clerk at HIC</p>	<p>Free</p> <p>10p sheet</p>
<p>Grants given and received</p>	<p>HIC, Newsletter Hard copy – contact Clerk at HIC</p>	<p>Free</p> <p>10p sheet</p>
<p>List of current contracts awarded and value of contract</p>	<p>HIC Hard copy – contact Clerk</p>	<p>Free</p> <p>10p sheet</p>
<p>Members' allowances and expenses</p>	<p>Hard copy – contact Clerk</p>	<p>10p sheet</p>

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	HIC	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HIC, web site Hard copy – contact Clerk at HIC	Free 10p sheet
Quality status	HIC Hard copy - contact Clerk	Free 10p sheet
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	Web site, HIC Hard copy - contact Clerk	Free 10p sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web site, HIC Hard copy - contact Clerk	Free 10p sheet
Agendas of meetings (as above)	Web site, HIC Hard copy - contact Clerk	Free 10p sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site, HIC Hard copy - contact Clerk	Free 10p sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web site, HIC Hard copy - contact Clerk	Free 10p sheet
Responses to consultation papers	HIC Hard copy - contact Clerk	Free 10p sheet
Responses to planning applications	Web site, HIC Hard copy - contact Clerk	Free 10p sheet
Bye-laws	HIC Hard copy - contact Clerk	Free 10p sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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	HIC Hard copy-contact Clerk HIC Hard copy-contact Clerk	Free 10p sheet Free 10p sheet
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 procedures (including those covering requests for information and operating the publication scheme)	HIC Hard copy-contact Clerk HIC Hard copy-contact Clerk	Free 10p sheet Free 10p sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	HIC Hard copy -contact Clerk	Free 10p sheet
Data protection policies	HIC Hard copy -contact Clerk	Free 10p sheet
Schedule of charges)for the publication of information)	HIC Hard copy -contact Clerk	Free 10p sheet

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	HIC for inspection	Free
Assets Register	HIC for inspection	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)	n/a	
Register of members' interests	HIC for inspection	Free
Register of gifts and hospitality	HIC for inspection	Free
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	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls, HIC	HIC for inspection	Free
Parks, playing fields and recreational facilities, Village Square	HIC for inspection	Free
Seating, litter bins, clocks, memorials and lighting	HIC for inspection	Free
Bus shelters	n/a	
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		
All information other than that which is confidential is available for public inspection at the HIC	Free	

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p 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		

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* the actual cost incurred by the public authority