

Winterbourne Stoke Parish Council

Publication Scheme under the model publication scheme

Information available from Winterbourne Stoke Parish Council under the publication scheme devised and approved by the Information Commissioner.

NB - We regret that not all those documents identified as being available on the PC website will be available at the point of inception of this policy. It may take a number of months to accomplish this.

| Information to be published | How the information can be obtained | Cost |
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| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> | (hard copy or website) | |
| Who's who on the Council and its Committees | Website | None |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website | None |
| Location of main Council office and accessibility details | Clerk's residential address is registered office See website Noticeboard | None |
| Staffing structure | N/A | N/A |
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| <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> | (hard copy or website) | |
| Annual return form and report by auditor | Website | None |
| Items of Expenditure Above £100 | Website | None |
| Finalised budget | Hard copy | 10p/page |
| Precept | Hard copy | 10p/page |
| Borrowing Approval letter | N/A | N/A |
| Financial Standing Orders and Regulations | Website | None |
| Grants given and received | Hard Copy | 10p/page |
| List of current contracts awarded and value of contract | Hard copy | 10p/page |
| Members' allowances and expenses | Clerk - inspection only, by arrangement | None |
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| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | N/A | N/A |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website | None |
| Quality status | N/A | N/A |
| Local charters drawn up in accordance with DCLG guidelines | N/A | N/A |
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| <p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> | (hard copy or website) | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website/Noticeboard | None |
| Agendas of meetings (as above) | Website/Noticeboard | None |

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| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website/Noticeboard | None |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Website | None |
| Responses to consultation papers | Website | None |
| Responses to planning applications | Website (Minutes) | None |
| Bye-laws | N/A | N/A |
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| 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) | |
| 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 N/A Website Website Website | None N/A None None None |

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| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>In preparation</p> <p>WALC/NALC Website</p> <p>In preparation</p> <p>N/A</p> <p>Website (This item)</p> <p>Website</p> | <p>None</p> <p>N/A</p> <p>None</p> <p>None</p> |
| Information security policy | N/A | |
| Records management policies (records retention, destruction and archive) | WALC Guidelines | None |
| Data protection policies | Website | None |
| Schedule of charges (for the publication of information) | See below (website) | None |
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| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | <p>(hard copy or website; some information may only be available by inspection)</p> | |

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| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Electoral Register - inspection only by arrangement | None |
| Assets register | Website | None |
| 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) | Under consideration | N/A |
| Register of members' interests | Wiltshire Council website | None |
| Register of gifts and hospitality | Clerk - inspection only, by arrangement | None |
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| 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 | N/A | |
| Burial grounds and closed churchyards | N/A | |
| Community centres and village halls | N/A | |
| Parks, playing fields and recreational facilities | Website | None |

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| Seating, litter bins, clocks, memorials and lighting | Website Wiltshire Council Website | None None |
| Bus shelters | Website | None |
| Markets | N/A | |
| Public conveniences | N/A | |
| Agency agreements | N/A | |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A | |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Parish Council Website | Website | None |
| Facebook Notification Page (maintained on behalf of PC) | Clerk - inspection only, by arrangement (Access restricted to those on Electoral Register) | |
| Twitter Feed | Under discussion | |
| Ad Hoc Printing of other documents | Hard Copy | 10p/page |

Contact details:

Parish Clerk: Mr James Carr
1 Cleeve View
Winterbourne Stoke
SALISBURY
SP3 4SY

Tel: 07973 366762

Email: clerk@winterbournestokepc.org.uk

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/Printing @ 10p/sheet single-sided printing (black & white) @ 15p/sheet double-sided printing (if available) | Actual cost * |
| | Photocopying @ ..p per sheet (colour) Not Available | Actual cost * N/A |
| | Transport costs for printing (if not available in parish) | @ 45p/mile - standard government mileage rate |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

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| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
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| Other | | |
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* the actual cost incurred by the public authority

Related Documents

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Adoption and Review History

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| Adopted at Parish Council Meeting on: | 2nd August 2018 |
| Reviewed On: | 2019 - Revision 1 - Mandatory |
| Next Review Due: | September 2021 |