

Information available from Winshill Parish Council under the model publication scheme

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts) Current information only

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website, Newsletter, or Hard Copy	10p per page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Newsletter, or Hard Copy	10p per page
Location of main Council office and accessibility	Website, Newsletter, or Hard Copy	10p per page
Staffing structure	Hard Copy	10p per page

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

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Hard Copy	10p per page
Finalised budget	Hard Copy	10p per page
Precept	Hard Copy	10p per page
Grants given and received	Hard Copy	10p per page

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard Copy	10p per page

Class 4 – How we make decisions

(Decision making processes & records of decisions) Current and previous council year as a Minimum

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Website, Newsletter, or Hard Copy	10p per page
Agendas of meetings	Website or Hard Copy	10p per page
Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy	10p per page
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per page
Responses to consultation papers	Hard Copy	10p per page
Responses to planning applications	Hard Copy	10p per page

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website or Hard Copy	10p per page
Delegated authority in respect of officers	Hard Copy	10p per page
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard Copy	10p per page
Health and safety policy	Hard Copy	10p per page
Policies and procedures for handling requests for information	Website or Hard Copy	10p per page
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	10p per page

Class 6 – Lists and Registers

Currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Any publicly available register or list	By inspection (if held)	Free
Assets Register	By inspection (if held)	Free
Register of members' interests	By inspection (if held)	Free

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

Information to be published	How the information can be obtained	Cost
Neighbourhood Resource Centre	Hard Copy	10p per page
Quarterly Newsletter	Website or Hard Copy	10p per page
Planters and hanging baskets	Hard Copy	10p per page

Contact details:

Email winshillclerk@live.co.uk

SCHEDULE OF CHARGES

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