

## 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         |
|--|-------------------------------------|--------------|
| <b>Policies and procedures for the conduct of council business:</b>  |                                     |              |
| Procedural standing orders   | Website or Hard Copy                | 10p per page |
| Delegated authority in respect of officers   | Hard Copy                           | 10p per page |
| <b>Policies and procedures for the provision of services and about the employment of staff:</b>                |                                     |              |
| 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](mailto:winshillclerk@live.co.uk)

### SCHEDULE OF CHARGES

The charges for copying are 10p per page A4 black and white based on the actual cost.