

Information available from Willington Parish Council under the model publication scheme – Originally adopted on 22nd March 2016, Minute No 15/192.2. Reviewed and re-approved on 21st May 2024, Minute No 24/028

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members with telephone numbers and email address (if used))	Website	Free
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		
Annual return form and report by auditor	Hard Copy	20p per A4 sheet
Finalised budget	Hard Copy	20p per A4 sheet
Precept	Hard Copy	20p per A4 sheet
Financial Standing Orders	Hard Copy or Website	20p per A4 sheet
Grants given and received	Hard Copy	20p per A4 sheet
List of current contracts awarded and value of contract	Hard Copy	20p per A4 sheet
Members' allowances and expenses	Hard Copy	20p per A4 sheet

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>		
<p>Annual Report to Parish Meeting (current and previous year as a minimum)</p>	Hard Copy	20p per A4 sheet
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council and any committee meetings and parish meetings)</p>	Hard Copy	20p per A4 sheet
<p>Agendas of meetings (as above)</p>	Hard Copy or Website	20p per A4 sheet
<p>Minutes of meetings (as above) – n.b. this will exclude any information that is properly regarded as private to the meeting.</p>	Hard Copy or Website	20p per A4 sheet
<p>Reports presented to council meetings – n.b. this will exclude any information that is properly regarded as private to the meeting.</p>	Hard Copy or Website	20p per A4 sheet
<p>Responses to consultation papers</p>	Hard Copy	20p per A4 sheet
<p>Responses to planning applications</p>	Hard Copy or Website	20p per A4 sheet
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p>	Hard Copy or Website	20p per A4 sheet

Procedural standing orders	Hard Copy	20p per A4 sheet
Committee terms of reference	Hard Copy	20p per A4 sheet
Delegated authority in respect of officers	Hard Copy or Website	20p per A4 sheet
Code of Conduct	Hard Copy	20p per A4 sheet
Policy statements		
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard Copy	20p per A4 sheet
Equality and diversity policy	Hard Copy	20p per A4 sheet
Health and safety policy	Hard Copy	20p per A4 sheet
Recruitment policy	Hard Copy	20p per A4 sheet
Policies and procedures for handling requests for information	Hard Copy	20p per A4 sheet
Complaints procedures	Hard Copy	20p per A4 sheet
Information security policy	Hard Copy	20p per A4 sheet
Records management policies (records retention, destruction and archive)	Hard Copy	20p per A4 sheet
Data protection policies	Hard Copy	20p per A4 sheet
Schedule of charges (for the publication of information)	Hard Copy	20p per A4 sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Hard Copy	20p per A4 sheet
Assets register	Hard Copy	20p per A4 sheet
Disclosure log	Hard Copy	20p per A4 sheet
Register of members' interests	Hard Copy or Website	20p per A4 sheet

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 Booklet	Hard Copy or Website	20p per A4 sheet
Newsletters	Hard Copy or Website	20p per A4 sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Rob Winterbourne
Parish Clerk
1 Lilac Close, Willington
CW6 0PL
Email: clerk.willington@willington.org.uk
Tel: 01829 751266

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet	Estimated cost of paper/machine/time
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (Freedom of Information Act 2000)
Other		

Document Review Date May 2024