Information available from Whiston Parish Council under the model publication scheme

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| **Information to be published** | **How the Information can be obtained** | **Cost** |
| **Class 1 – Who we are and what we do**(Organisational information, structure, locations and contacts)Current information only | Website/Hard copy available from the Clerk | 5p per A4 photocopy10p per A3photocopy |
| Who’s who on the Council and its Committees | Website/Hard copy available from the Clerk | As above |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website/Hard copy available from the Clerk | As above |
| Location of main Council office and accessibility details | Website/Available from the Clerk | As above |
| Staffing structure | Hard copy available from the Clerk | As above |
|  |  |  |
| **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 | Website/Hard copy available from the Clerk | As above |
| Annual return form and report by auditor | Website/Hard copy available from the Clerk | As above |
| Finalised budget | Website/Hard copy available from the Clerk | As above |
| Precept | Hard copy available from the Clerk | As above |
| ~~Borrowing Approval letter~~ |  |  |
| Standing Orders and Financial Regulations | Website/Hard copy available from the Clerk  | As above |
| Grants given and received | Hard copy available from the Clerk | As above |
| List of current contracts awarded and value of contract | Hard copy available from the Clerk | As above |
| Members’ allowances and expenses | Hard copy available from the Clerk | As above |
| **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) | N/A | As above |
| Annual Reports to Parish or Community Meeting if applicable | Hard copy available from the Clerk | As above |
| Quality status | N/A | As above |
| ~~Local charters drawn up in accordance with DCLG guidelines~~ |  |  |
|  |  |  |
| **Class 4 – How we make decisions**(Decision making processes and records of decisions)Current and previous council year as a minimum | Website/Hard copy available from the Clerk | As above |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy available from the Clerk | As above |
| Agendas of meetings (as above) | Website/Hard copy available from the Clerk | As above |
| Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting. | Website/Hard copy available from the Clerk | As above |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy available from the Clerk | As above |
| Responses to consultation papers | Hard copy available from the Clerk | As above |
| Responses to planning applications | Hard copy available from the Clerk | As above |
| ~~Bye-laws~~ |  |  |
| **Class 5 – Our policies and procedures**(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only | Website/Hard copy available from the Clerk | As above |
| Policies and procedures for the conduct of council business:Procedural standing ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersCode of ConductPolicy statements | Website/Hard copy available from the ClerkN/AN/A Hard copy available from the Clerk/RMBC Hard copy available from the Clerk | As aboveAs aboveAs above |
| Policies and procedures for the provision of services and about the employment of staff:Internal policies relating to the delivery of services~~Equal Opportunities 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 andoperating the publication scheme) | Hard copy available from the ClerkAvailable from the ClerkWebsite/Hard copy available from the Clerk | As aboveAs aboveAs above |
| ~~Information security policy~~ | Hard copy available from the Clerk | As above |
| Records management policies (records retention, destruction and archive) | Website/Hard copy available from the Clerk | As above |
| Data protection policies | Website/Hard copy available from the Clerk | As above |
| Schedule of charges (for the publication of information) | Hard copy available from the Clerk | As above |
| **Class 6 – Lists and Registers**Currently maintained lists and registers only |  |  |
| Any publicity available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy available from the Clerk | As above |
| Assets Register | Hard copy available from the Clerk | As above |
| 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 | As above |
| Register of members’ interests | Website /Available from RMBC | No charge |
| Register of gifts and hospitality | Hard copy available from the Clerk | As above |
|  |  |  |
| **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 available from the Clerk | As above |
| ~~Allotments~~ |  |  |
| ~~Burial grounds and closed churchyards~~ |  |  |
| Village Hall  | Website/Hard copy available from the Clerk |  |
| Parks, playing fields and recreational facilities | Hard copy available from the Clerk |  |
| ~~Seating, litter bins, memorials~~, ~~clocks, and lighting~~ |  |  |
| ~~Bus shelters~~ |  |  |
| ~~Markets~~ |  |  |
| ~~Public conveniences~~ |  |  |
| ~~Street Furniture~~  |  |  |
| ~~A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)~~ |  |  |
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| **~~Additional Information~~** |  |  |

**Contact details:**

Robert Brown (Chair) 07976250624

Kerry Ferris 07708807734

Dennis Dodson 01709 518299

David Bridge 07939607352

Tim Stevenson 01709 366115

Rex Carter 07771 737482

Nigel R Tranmer 07850 506869

Michael S Yarlett Contact via the Clerk

Genaya Smales 07718896902

Clerk to the Council,

Tel: 07712 305729 Email: whistonparish@hotmail.co.uk

Website: whistonparishcouncil.org.uk

SCHEDULE OF CHARGES

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

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| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 5p per A4 sheet (black & white) 10p per A3 sheet (black & white) | Actual cost \* |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| **~~Statutory Fee~~** |  |  |
|  |  |  |
| **~~Other~~** |  |  |