

Information available from South Wingfield Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(Hard copy and/or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Newsletter	Free
Location of main Council office and accessibility details	Website / Newsletter	Free
<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 and / or website)	
Annual return form and report by auditor	Website / Hard copy – contact Clerk	10p per A4 page
Finalised budget	Website / Hard copy – contact Clerk	10p per A4 page
Precept	Website / Hard copy – contact Clerk	10p per A4 page
Financial Standing Orders and Regulations	Website / Hard copy – contact Clerk	10p per A4 page
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(Hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website / Hard copy – contact clerk	Free / 10p per A4 page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy – contact clerk	Free / 10p per A4 page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	10p per A4 page
Responses to consultation papers	Hard copy – contact clerk	10p per A4 page
Responses to planning applications	Hard copy – contact clerk	10p per A4 page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(Hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business:	Hard copy – contact clerk	10p per A4 page

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity 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 and operating the publication scheme)	Hard copy – contact clerk	10p per A4 page
Information security policy	Hard copy – contact clerk	10p per A4 page
Records management policies (records retention, destruction and archive)	Hard copy – contact clerk	10p per A4 page
Data protection policies	Hard copy – contact clerk	10p per A4 page
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – contact clerk	10p per A4 page
Assets Register	Website / Hard copy – contact clerk	Free / 10p per A4 page
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)	Hard copy – contact clerk	10p per A4 page
Register of members' interests	Website/ Hard copy – contact clerk	Free / 10p per A4 page
Register of gifts and hospitality	Hard copy – contact clerk	10p per A4 page

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 (Parish Room)	Website / Hard copy – contact clerk	Free / 10p per A4 page
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Hard copy – contact clerk	10p per A4 page
Agency agreements	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details: South Wingfield Parish Clerk – 07792935496 – clerk@southwingfieldparishcouncil.gov.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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage (Cost of 2 nd class stamp)	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other	N/A	N/A

* the actual cost incurred by the public authority