

Information available from Winchfield Parish Council under the 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>	Contact Clerk/ Website	Free
Who's who on the Council	Website/hard copy	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy	Free
Location of main Council office and accessibility details	Website/hard copy	Free
Staffing structure	Website/hard copy	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>		
Annual return form and report by auditor	Website/Hard copy	Free

Finalised budget	Website/Hard copy	Free
Precept	Website/Hard copy	Free
Borrowing Approval letter – no current borrowing	N/A	
Financial Standing Orders and Regulations	Website/hard copy	Free
Grants given and received	Website/hard copy	Free
List of current contracts awarded and value of contract	Website/hard copy	Free
Members' allowances and expenses	No Members Allowances Expenses – website/hard copy	Free
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	
Annual Report to Parish or Community Meeting (current and previous year as a minimum) <i>contained in Annual Parish Assembly minutes</i>	Website/hard copy	Free
Quality status <i>do not have Quality Status</i>		
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Date of next meeting (Council, any committee/sub-committee meetings and parish meetings)	Website/hard copy	Free
Agendas of meetings (as above)	Website/hard copy	Free

Minutes of meetings (as above)	Website/hard copy	Free
Reports presented to council meetings	Website/hard copy	Free
Responses to consultation papers	Website/hard copy	Free
Responses to planning applications	Website/hard copy	Free
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website/hard copy Website/Hard copy	Free Free
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	 Website/hard copy Website/hard copy	 Free Free

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website/hard copy	Free
Records management policies (records retention, destruction and archive)	Website/hard copy	Free
Data protection policies	Website/hard copy	Free
Schedule of charges (for the publication of information)	Website/hard copy	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list		
Assets Register	Website/hard copy	Free
Register of members' interests	Website/ hard copy	Free
Register of gifts and hospitality	Website/ hard copy	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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	

Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	Website/ hard copy	Free
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Website/ hard copy	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Neighbourhood Plan	Website/Hard copy	10p a sheet

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority