

**Information available from Winsham Parish Council under the model publication scheme –  
Reviewed and adopted on 12<sup>th</sup> April 2017, Minute No 3260**

Information to be published	How the information can be obtained	Cost Website <a href="http://www.winshamparishcouncil.org.uk">www.winshamparishcouncil.org.uk</a>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only</p>		
<ul style="list-style-type: none"> <li>• Who's who on the Council and its Committees</li> <li>• Contact details for Parish Clerk and Council members with telephone numbers and email address (if used)</li> </ul>	Website	Free
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy Website	10p per A4 sheet Free
Finalised budget	Hard copy Website	10p per A4 sheet Free
Precept	Hard copy	10p per A4 sheet
Borrowing Approval letter	Hard copy	10p per A4 sheet
Financial Standing Orders and Regulations	Hard Copy Website	10p per A4 sheet Free
Grants given and received	Hard Copy	10p per A4 sheet
List of current contracts awarded and value of contract	Hard Copy	10p per A4 sheet
Members' allowances and expenses	Hard Copy	10p pr A4 sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	Free
<b>Class 4 – How we make decisions</b> (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)	Hard Copy Website	10p per A4 sheet Free
Agendas of meetings (as above)	Notice Board Website Hard Copy	Free Free 10p per A4 sheet
Minutes of meetings (as above).	Website Hard Copy	Free 10p per A4 sheet
Reports presented to council meetings	Hard Copy	10p per A4 sheet
Responses to consultation papers	Hard Copy	10p per A4 sheet
Responses to planning applications	Hard Copy	10p per A4 sheet
<b>Class 5 – Our policies and procedures</b> (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:		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy Website	10p per A4 sheet 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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy Website	10p per A4 sheet Free
Information security policy	Hard Copy	10p per A4 sheet
Records management policies (records retention, destruction and archive)	Hard Copy	10p per A4 sheet
Data protection policies	Hard Copy	10p per A4 sheet
Schedule of charges (for the publication of information)	Hard Copy Website	10p per A4 sheet Free
<b>Class 6 – Lists and Registers</b>		
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)		
Assets Register	Hard Copy	10p per A4 sheet
Register of members' interests	Hard Copy Website	10p per A4 sheet Free
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Burial grounds and closed churchyards	Hard Copy	10p per A4 sheet
Village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, memorials and lighting		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	10p per A4 sheet

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>Cash Payments not accepted.</b>		

**Contact details:**

The Parish Clerk  
The Parish Office  
c/o Jubilee Hall  
Church Street  
Winsham  
TA20 4HU

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost of paper/machine/time
	Photocopying @ 20p per sheet (colour)	Actual cost of paper/machine/time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (Freedom of Information Act 2000)
<b>Other</b>		

\* the actual cost incurred by the public authority