

Information available from Wyton on the Hill Parish Council under the model publication scheme

Information to be published	How the information can be obtained-hard copies only	Cost per sheet
<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>		20p
Who's who on the Council and its Committees		20p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		20p
Location of main Council office and accessibility details		20p
Staffing structure		20p
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor		40p
Finalised budget		40p
Precept		40p
Borrowing Approval letter		N/A

Financial Standing Orders and Regulations		20p
Grants given and received		20p
List of current contracts awarded and value of contract		20p
Members' allowances and expenses		20p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		40p
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)		20p
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)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		20p
Agendas of meetings (as above)		20p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		20p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		20p
Responses to consultation papers		20p
Responses to planning applications		20p
Bye-laws		N/A

Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>		40p
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>		40p
Information security policy		40p
Records management policies (records retention, destruction and archive)		40p
Data protection policies		40p
Schedule of charges)for the publication of information)		40p
Class 6 – Lists and Registers		

Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		N/A
Assets Register		N/A
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
Register of members' interests		N/A
Register of gifts and hospitality		N/A
Class 7 – The services we offer		
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		20p
Bus shelters		N/A
Markets		N/A
Public conveniences		N/A
Agency agreements		N/A
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		

Contact details: Mrs N Packham, 24 Hampshire Road, Wyton on the Hill, Huntingdon, Cambs, PE28 2EZ.

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 @ 20..p per sheet (black & white)	Actual cost *
	Photocopying @40 ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority