

Information available from Wellow Parish Council under the model publication scheme - Adopted 5th September 2016 – Re-adopted 6th February 2022

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website) Name, address and contact details of the Clerk and Members advertised on the Website, Notice Boards and Facebook Website Hard copy – contact clerk	FOC 30p/page
Who's who on the Council and its Committees	Website Hard copy – contact clerk	FOC 30p/page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Clerk and Members as above	FOC 30p/page
Location of main Council office and accessibility details	Village Hall, Buttons Lane Public hours 10am – 12noon Mon/Tues/Wed	
Staffing structure	Clerk & Admin Assistant	

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 If archived at the Village Hall	(hard copy and/or website) Hardcopy only	30p/page
Annual return form and report by auditor	Hardcopy only approximately 4 sheets	30p/page
Finalised budget	Hardcopy 1 sheet Email	30p/page FOC
Precept	Hardcopy 1 sheet	30p/page
Borrowing Approval letter	Hardcopy 25	30p/page
Financial Standing Orders and Regulations	Hardcopy approximately 30 sheets	30p/page
Grants given and received	Hardcopy 1 sheet Email	30p/page FOC
List of current contracts awarded and value of contract	Hardcopy only according to contract	30p/page
Members' allowances and expenses	Not Applicable	
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)	Not Applicable	
Annual Report to Parish or Community Meeting	Hardcopy approximately 8 sheets.	30p/page

(current and previous year as a minimum)	Email	FOC
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	30p/page
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 If archived at the Village Hall	Hardcopy only	30p/page
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hardcopy Email	30p/page FOC
Agendas of meetings (as above)	Hardcopy Email	30p/page FOC
Minutes of meetings (as above) – nb. this will exclude information that is properly regarded as private to the meeting. If	Hardcopy Email	30p/page FOC
Reports presented to council meetings – nb. this will exclude information that is properly regarded as private to the meeting.	Hardcopy Email where available	30p/page FOC
Responses to consultation papers – nb. within last two years	Hardcopy Email where available	30p/page FOC
Responses to planning applications – nb. within last two years only	Hardcopy Email where available NB. This information available at TVBC	30p/page FOC
Bye-laws	Hardcopy Email where available	30p/page FOC

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Hardcopy Email where available Where applicable	30p/page FOC
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)	Hardcopy Email where available Where applicable	30p/page FOC
Information security policy	Hardcopy Email where available	30p/page FOC
Records management policies (records retention, destruction and archive)	Hardcopy Email where available	30p/page FOC

Data protection policies	Hardcopy Email where available	30p/page FOC
Schedule of charges (for the publication of information)	Hardcopy Email where available	30p/page FOC
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)	Not Applicable	
Assets Register	Hardcopy Email where available	30p/page FOC
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)	Not Applicable	
Register of members' interests	Hardcopy Email where available	30p/page FOC
Register of gifts and hospitality	Not Applicable	
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	Not Applicable	

Burial grounds and closed churchyards	Hardcopy Email where available	30p/page FOC
Community centres and village halls	Centre's Website	FOC
Parks, playing fields and recreational facilities	Website	FOC
Seating, litter bins, clocks, memorials and lighting	Hardcopy Email where available	30p/page FOC
Bus shelters	Hardcopy Email where available	30p/page FOC
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Parish Clerk, Josie Overton
Parish Office, Village Hall, Buttons Lane, West Wellow.
Tel: 01794 323275
Email: clerk@wellowparish.org.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 @ .30p per sheet (black & white)	Actual cost * paper .025p per sheet copier charge .0053p copier maintenance .15p p/s toner .005p per sheet electricity/lighting/heat .10p/s
	Photocopying @ .35p per sheet (colour)	Actual cost * paper .025p per sheet copier charge .055p copier maintenance .15p p/s toner .005p per sheet electricity/lighting/heat .10p/s
	Postage	Actual cost* of Royal Mail standard 2 nd class p. Large Letter 2 nd class p.
Statutory Fee	Not applicable.	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority at the time of publishing.