

## Information available from Whitegate & Marton Parish Council under the model publication scheme

<http://www.whitegatemarton.org.uk/>

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>	Parish notice board / website	n/a
Who's who on the Council and its Committees	Parish notice board / website	n/a
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish notice board / website	n/a
<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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy for ledgers – contact clerk. Accounts spreadsheet available online – contact clerk	Refer to charging list below per sheet copied
Annual return form and report by auditor	Displayed for two weeks on parish notice board. After the statutory period hard copy - contact clerk	Refer to charging list below per sheet copied

Finalised budget	Hard copy / online version – contact clerk	Refer to charging list below per sheet copied
Precept	Hard copy – contact clerk	Refer to charging list below per sheet copied
Financial Standing Orders and Regulations	Hard copy / online version– contact clerk	Refer to charging list below per sheet copied
List of current contracts awarded and value of contract	Hard copy – contact clerk	Refer to charging list below per sheet copied
Members' allowances and expenses	As per financial info. Above.	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	We do not have a Parish Plan. A village design statement was prepared. A copy is available to view from Clerk	Refer to charging list below per sheet copied

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy / available online (unsigned) – contact clerk	Refer to charging list below per sheet copied
Quality status	We are not a Quality Parish Council	
<del>Local charters drawn up in accordance with DCLG guidelines</del>	None	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Refer to Standing orders	Refer to charging list below per sheet copied
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Meet 2 <sup>nd</sup> Monday of each month at Whitegate Primary School	
Agendas of meetings (as above)	Notice presented in Parish Notice Board Full agenda available at meeting Hard copy / available on line– contact Clerk	Refer to charging list below per sheet copied  Emailed free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy contact Clerk	Refer to charging list below per sheet copied Emailed free

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	Refer to charging list below per sheet copied
Responses to consultation papers	Hard copy – contact clerk	Refer to charging list below per sheet copied
Responses to planning applications	Available through CWAC Planning portal.	n/a
Bye-laws	None	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Refer to Standing orders  Hard copy / online – contact clerk	Refer to charging list below per sheet copied
Policies and procedures for the conduct of council business:  Procedural standing orders <del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del> Code of Conduct – adopted CWAC code of conduct Policy statements	Hard copy / online – contact clerk	Refer to charging list below per sheet copied
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	Refer to Standing orders and Contract of employment  Hard copy – contact	Refer to charging list below per sheet copied

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)	clerk	
Information security policy	Refer to Standing orders	Refer to charging list below per sheet copied
Records management policies (records retention, destruction and archive)	Refer to Standing orders	Refer to charging list below per sheet copied
Data protection policies	Refer to Standing orders	
Schedule of charges (for the publication of information)	Outlined below	
<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)	Refer to charging list below per sheet copied
<del>Any publicly available register or list</del> (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy – contact clerk	Refer to charging list below per sheet copied
<del>Disclosure log</del> (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Hard copy – contact	Inspection

	clerk	only
Register of gifts and hospitality	Hard copy – contact clerk	Inspection only
<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)  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	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	Refer to asset register	Refer to charging list below per sheet copied
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	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	n/a	

**Contact details: Julie Ellis, Parish Clerk, Holm Lea, Clay Lane, Marton, CW7 2QE.**

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## 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
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 60p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Online documents <b>where available</b> which can be emailed	Free

\* the actual cost incurred by the public authority (prices quoted are a guide and may be subject to change)