**Information available from Willersey Parish Council under the model publication scheme**

This publication scheme was adopted at a meeting of Willersey Parish Council on 13th May 2019

**Class 1 – Who we are and what we do**

(Organisational information, structures, locations and contacts)

This will be current information only

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Who’s who on the Council and its Committees | Email Hard Copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/councillors/) | Free 20p per sheet + postage |
| Contact details for Parish Clerk and Council members | Email Hard Copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/councillors/) | Free 20p per sheet + postage |
| Location of main Council office and accessibility details | Email Hard Copy | Free 20p per sheet + postage |

**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

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Annual return form and report by auditor | Hard copy | 20p per sheet + postage |
| Finalised budget | Hard copy | 20p per sheet + postage |
| Precept | Hard copy | 20p per sheet + postage |
| Financial Standing Orders and Regulations | Hard copy | 20p per sheet + postage |
| Grants given and received | Email Hard Copy | Free 20p per sheet + postage |
| List of current contracts awarded and value of contract | Email Hard Copy | Free 20p per sheet + postage |
|  |  |  |

**Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

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| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Parish Plan (current and previous year as a minimum) | None held |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy | 20p per sheet + postage |

**Class 4 – How we make decisions**

(Decision making processes and records of decisions)  
Current and previous council year

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Email Hard copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/meetings/) | Free 20p per sheet + postage Free |
| Agendas of meetings (as above) | Email Hard copy | Free 20p per sheet + postage |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Email Hard copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/minutes-of-meetings/) | Free 20p per sheet + postage Free |
| Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting. | Hard copy | 20p per sheet + postage |
| Responses to consultation papers | Hard copy | 20p per sheet + postage |
| Responses to planning applications | Hard copy | 20p per sheet + postage |
| Bye-laws | Hard copy Website | 20p per sheet + postage Free |

**Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)  
Current information only

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| 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 | 20p per sheet + postage |
| Policies and procedures for the provision of services and about the employment of staff: Clerk’s job description Risk assessment | Hard copy | 20p per sheet + postage |

**Class 6 – Lists and Registers**

Currently maintained lists and registers only

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Assets Register | Email Hard copy | Free 20p per sheet + postage |
| Register of members’ interests | Hard copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/disclosable-pecuniary-interests/) | 20p per sheet + postage |
| Register of gifts and hospitality | Hard copy | 20p per sheet + postage |

**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

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Cemetery Regulations and Fees | Email Hard copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/minutes-of-meetings/) | 20p per sheet + postage | |
| Parks, playing fields and recreational facilities, including playground inspection reports | Hard copy | 20p per sheet + postage |
| Seating, litter bins, clocks, memorials and lighting | Hard copy | 20p per sheet + postage |
|  |  |  |

**Additional Information**

This will provide Councils with the opportunity to publish information that is not itemised in the lists above  
**None**

**How to obtain information**

|  |  |
| --- | --- |
| **By post** | Information will be posted on request, following receipt of any fee applicable (see below). Please use the contact details below to send your request. We aim to despatch the information within 10 working days from receipt of full details of your request and any relevant fee. Please note that we only supply one copy of any item per person. |
| **By email** | Where indicated on the information list, documents can be sent to you as an email attachment. Information will be sent on request, free of charge. Please use the contact details below to send your request. We aim to despatch the information within 10 working days from receipt of full details at your request. |

If you do not see the information you want in the list of Classes of Information shown above, you may ask the Parish Council if the particular information is available. If it is you will be advised and the Council will tell you if the information is to be available free of charge or at a cost.  
Requests for information must be made in text form and be clear about the information required. The Council is not concerned with the reason the information may be required but is entitled to proper information to help it to deal with the request. Text form means either application in writing or by email giving a name and address to which the information should be sent.

**Contact details**

Mr Kevin O’Donoghue, Clerk  
T: 01386 85335  
E: willerseyparishcouncil@btconnect.com

**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 @ 20p per sheet (black & white) | Actual cost \* |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee |  | In accordance with the relevant legislation (quote the actual statute) |

\* the actual cost incurred by the public authority