

Information available from Westbury-on-Severn Parish Council under the model publication scheme

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		
Who's who on the Council and its Committees	Website Email Hard copy on request	Free Free 10p per single A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice Boards Email Website	Free Free Free
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
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		
Annual return form and report by auditor	Hard copy	
Finalised budget	Website Email Hard copy on request	Free Free 10p per single A4 sheet
Precept	Website Email Hard copy on request	Free Free 10p per single A4 sheet
Borrowing Approval letter	N/A	

Financial Standing Orders and Regulations	Website Email Hard copy on request	Free Free 10p per single A4 sheet
Grants given and received	Hard copy on request	10p per single A4 sheet
List of current contracts awarded and value of contract	Hard copy on request	10p per single A4 sheet
Members' allowances and expenses	Included on budget (see above)	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Email Hardcopy	Free Free 10p per single A4 sheet
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)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Email Hard copy	Free Free 10p per single A4 sheet
Agendas of meetings (as above)	Website Email Hardcopy	Free Free 10p per single A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Email Hardcopy	Free Free 10p per single A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	On request if applicable	10p per single A4 sheet

Responses to consultation papers	On request if applicable	10p per single A4 sheet
Responses to planning applications	Email Hard copy	Free 10p per single A4 sheet
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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	Website, Email Hard copy N/A N/A Hard copy N/A	Free 10p per single A4 sheet 10p per single A4 sheet
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	N/A N/A N/A N/A Hard copy	10p per single A4 sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p per single A4 sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Website, Email	Free

	Hard copy	10p per single A4 sheet
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	Hard copy	10p per single A4 sheet
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	Hard copy	10p per single A4 sheet
Register of gifts and hospitality	N/A	
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		
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	N/A	
Bus shelters	Available on request	10 per single A4 sheet
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:

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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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
	Email	Free
	Website	Free
Other	Envelope: A4 40p maller: 20p	

* the actual cost incurred by the public authority

