

Information available from Niton and Whitwell Parish Council under the model publication scheme

Information published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Parish notice boards Hard copy – contact Clerk	Free Free 10p + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish notice boards E-mail – contact Clerk Hard copy – contact Clerk	Free Free 10p + postage
Location of main Council office and accessibility details	No office Website Parish notice boards	N/A Free Free
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)		
Annual return form and report by auditor	Parish notice boards at audit Hard copy – contact Clerk	Free 10p per sheet + postage
Finalised budget	E-mail – contact Clerk Hard copy – contact Clerk	Free 10p per sheet + postage

Information published	How the information can be obtained	Cost
Precept (in minutes and accounts)	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet + postage
Grants given and received	E-mail – contact Clerk Hard copy – contact Clerk	Free 10p per sheet + postage
List of current contracts awarded and value of contract	E-mail – contact Clerk Hard copy – contact Clerk	Free 10p per sheet + postage
Members' allowances and expenses	E-mail – contact Clerk Hard copy – contact Clerk	Free 10p per sheet + postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy – contact Clerk	10p per sheet + postage
Annual Report to Parish Meeting	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Quality status	N/A	N/A
Class 4 – How we make decisions		

Information published	How the information can be obtained	Cost
(Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p
Agendas of meetings (as above)	Website Parish notice boards Niton Library Hard copy – contact Clerk	Free Free Free 10p per sheet + postage
Minutes of meetings (as above)	Website Niton Library Hard copy – contact Clerk	Free Free 10p per sheet + postage
Reports presented to council meetings (current meeting only)	Hard copy – contact Clerk	10p per sheet + postage
Responses to consultation papers (current meeting only)	Hard copy – contact Clerk	10p per sheet + postage
Responses to planning applications	Minutes	See above
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:		
Procedural standing orders	E-mail – contact Clerk	Free

Information published	How the information can be obtained	Cost
Committee terms of reference Delegated authority in respect of officers Code of Conduct) Policy statements)	Hard copy – contact Clerk Hard copy – contact Clerk Financial Regs/Standing Orders Hard copy – contact Clerk	10p per sheet + postage 10p per sheet + postage See above 10p per sheet + postage
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)	N/A Hard copy – contact Clerk N/A N/A Parish notice boards Hard copy – contact Clerk	N/A 10p per sheet + postage N/A N/A Free 10p per sheet + postage
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	N/A	N/A
Data protection policies	N/A	N/A
Schedule of charges)for the publication of information)	N/A	N/A
Class 6 – Lists and Registers Currently maintained lists and registers only		

Information published	How the information can be obtained	Cost
Any publicly available register or list	N/A	N/A
Assets Register	Viewing only – contact Clerk	Free
Disclosure log	N/A	N/A
Register of members' interests	Viewing only – contact Clerk	Free
Register of gifts and hospitality	N/A	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	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Assets Register, viewing only – contact Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Assets Register, viewing only – contact Clerk	Free
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	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	N/A

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Paper and copying facility
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	N/A