

## Information available from South Wingfield Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - 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>	(hard copy and/or website)	
Who's who on the Parish Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Newsletter	Free
Location of main Council office and accessibility details	Website / Newsletter	Free
<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) Current and previous financial year as a maximum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy – contact Clerk	10p per A4 page
Finalised budget	Hard copy – contact Clerk	10p per A4 page
Precept	Hard copy – contact Clerk	10p per A4 page
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per A4 page
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	

Parish Plan (to be advised)		
Annual Chairman's Report to Parish Meeting (current and previous year as a maximum)		
Quality status (to be advised)		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a maximum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website / Hard copy – contact Clerk	Free / 10p per A4 page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy – contact Clerk	Free / 10p per A4 page
Responses to consultation papers	Hard copy – contact Clerk	10p per A4 page
Responses to planning applications	Hard copy – contact Clerk	10p per A4 page
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy)	10p per A4 page
Policies and procedures for the conduct of council business:  Procedural standing orders		10p per A4 page

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	} Hard copy– contact Clerk	
Information security policy	Hard copy – contact Clerk	10p per A4 page
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p per A4 page
Data protection policies	Hard copy – contact Clerk	10p per A4 page
Schedule of charges (for the publication of information)	Website	Free
<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)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – contact Clerk	10p per A4 page
Assets Register	Hard copy – contact Clerk	10p per A4 page
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)	Hard copy – contact Clerk	10p per A4 page
Register of members' interests	Hard copy – contact Clerk	10p per A4 page
Register of gifts and hospitality	Hard copy – contact Clerk	10p per A4 page
<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)	

Parish Room	Website / Hard copy – contact Clerk	10p per A4 page
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above*		

\*Existing electronic copies of information will be provided free of charge on request to the Clerk if they are not readily available on the Parish Council's website.

**Contact details:** South Wingfield Parish Council Clerk  
[lindax@tesco.net](mailto:lindax@tesco.net)  
Tel: 01773 833805

#### 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>	10p per A4 page	0.10p copy charge
	Postage – cost of Royal Mail standard 2 <sup>nd</sup> Class	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	N/A
<b>Other</b>	N/A	N/A