

Information available from Wingfield Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts <i>This will be current information only. Councils should already be publishing as much information as possible about how they can be contacted.</i>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (<i>named contacts where possible with telephone number and email address</i>)	Website	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	Website	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 <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Website	Free
Finalised budget	Electronic or hard copy	10p per sheet
Precept	Electronic or hard copy	10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Details, if any, from Clerk	10p per sheet
List of current contracts awarded and value of contract	Details, if any, from Clerk	10p per sheet
Members' allowances and expenses	Details, if any, from Clerk	10p per sheet

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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)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
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 <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) NB: this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings NB: this will exclude information that is properly regarded as private to the meeting.	Electronic or hard copy	10p per sheet
Responses to consultation papers	Electronic or hard copy	10p per sheet
Responses to planning applications	Website (Wiltshire Council)	Free
Bye-laws	N/A	

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities <i>Current information only</i>		
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 N/A N/A Website N/A	Free Free
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)	All available policies on website	Free
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Listed below	

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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)	Details, if any, from Clerk	10p per sheet
Assets Register	Website	
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	Website (Wiltshire Council)	
Register of gifts and hospitality	Details, if any, from Clerk	10p per sheet
Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	Website (Asset Register)	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for the which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

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
	Photocopying @ 60p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£25.00 (current limit £450.00 based on 18 hours @£25.00 per hour)	In accordance with the relevant legislation

Date of last review: 20 September 2023