

## Information available from Whitnash Town Council under the model publication scheme

| Information to be published   | How the information can be obtained        | Cost |
|---|--|------|
| <p><b>Class1 - Who we are and what we do</b><br/>(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 Council and its Committees   | <b>Website / hardcopy</b>                  | 10p  |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | <b>Website / Whitnash Tymes / hardcopy</b> | 10p  |
| Location of main Council office and accessibility details   | <b>Website / Whitnash Tymes</b>            | 10p  |
| Staffing structure  | <b>Available in office</b>                 | 10p  |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>                                     | (hard copy and/or website)                 |      |
| Annual return form and report by auditor  | <b>Website</b>                             | 10p  |
| Finalised budget  | <b>Website</b>                             | 10p  |
| Precept   | <b>Website</b>                             | 10p  |

|  |                        |     |
|--|------------------------|-----|
| Borrowing Approval letter  | n/a                    |     |
| Financial Standing Orders and Regulations  | Website / hardcopy     | 10p |
| Grants given and received  | Hardcopy               | 10p |
| List of current contracts awarded and value of contract  | Hard copy              |     |
| Members' allowances and expenses   | Website                |     |
|  |                        |     |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)     | (hard copy or website) |     |
| Town Plan (current and previous year as a minimum)   | n/a                    |     |
| Whitnash Neighbourhood Plan  | Website                |     |
| Annual Report to meeting (current and previous year as a minimum)  | Website /hardcopy      | 10p |
| Quality status   | Website                |     |
| Local charters drawn up in accordance with DCLG guidelines   | n/a                    |     |
|  |                        |     |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum | (hard copy or website) |     |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | Website / hardcopy     | 10p |
| Agendas of meetings (as above)   | Website                | 10p |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.                             | Website / hardcopy     | 10p |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.                      | Hardcopy               | 10p |
| Responses to consultation papers   | Hardcopy               | 10p |

|  |   |                          |
|--|---|--------------------------|
| Responses to planning applications   | <b>Website / hardcopy</b>   | 10p                      |
| Bye-laws   | <b>Hardcopy</b>   | 10p                      |
|  |   |                          |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only  | (hard copy or website)  | 10p                      |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   | <b>Website / hardcopy</b><br><b>Hardcopy</b><br><b>Hardcopy</b><br><b>Website / hardcopy</b>  | 10p<br>10p<br>10p<br>10p |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | <b>Website / hardcopy</b><br><b>Website / hardcopy</b><br><b>Website / hardcopy</b><br><b>Website / hardcopy</b><br><b>Website / hardcopy</b> |                          |
| Information security policy  | <b>Website / hardcopy</b>   | 10p                      |
| Records management policies (records retention, destruction and archive)   | <b>Hardcopy</b>   | 10p                      |

|  |   |     |
|--|---|-----|
| Data protection policies   | <b>Website / hardcopy</b>   | 10p |
| Schedule of charges (for the publication of information)   | <b>Website / hardcopy</b>   |     |
|  |   |     |
| <b>Class 6 – Lists and Registers</b>   |   |     |
| Currently maintained lists and registers only  | (hard copy or website;<br>some information may<br>only be available by<br>inspection) |     |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)               |   |     |
| Assets Register  | <b>Hardcopy</b>   | 10p |
| 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) | <b>n/a</b>  |     |
| Register of members' interests   | <b>Website / hardcopy</b>   |     |
| Register of gifts and hospitality  | <b>Info on request</b>  |     |
|  |   |     |
| <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)                                   | (hard copy or website;<br>some information may<br>only be available by<br>inspection) |     |
| Current information only   |   |     |
| Allotments   | <b>n/a</b>  |     |
| Burial grounds and closed churchyards  | <b>n/a</b>  |     |
| Community centres and village halls  | <b>Website / hardcopy</b>   | 10p |
| Parks, playing fields and recreational facilities  | <b>Website</b>  |     |
| Seating, litter bins, memorials and lighting   | <b>Website</b>  |     |
| Bus shelters   | <b>n/a</b>  |     |
| Markets  | <b>n/a</b>  |     |

|   |     |  |
|---|-----|--|
| 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 |  |
|   |     |  |

**Contact details:** Whitnash Town Council, Franklin Road, Whitnash, CV31 2JH

Tel: 01926 470394

Email: [town.clerk@whitnashtowncouncil.gov.uk](mailto:town.clerk@whitnashtowncouncil.gov.uk)

Website: [www.whitnashtowncouncil.gov.uk](http://www.whitnashtowncouncil.gov.uk)

### **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                            | <b>BASIS OF CHARGE</b>   |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying @ 10 p per sheet (black & white) | Actual cost *  |
|                          | Postage                                       | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
|                          |   |  |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>             |   |  |

\* The actual cost incurred by the public authority