

Information available from Whippingham 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 | (hard copy and/or website) | |
| Who's who on the Council and its Committees | Website Hard copy from Clerk | Free 10p + postage |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Town Notice Board Hard copy from Clerk | Free Free 10p + postage |
| Location of main Council office and accessibility details | Website Town Notice Board | Free Free |
| Staffing structure | None/Not available | N/A |
| Class 2 – What we spend and how we spend it (Financial Information - Current and previous financial year) | How the information can be obtained | Cost |
| Annual return form and report by auditor | Noticeboard at audit Hard Copy from Clerk | Free 10p per sheet+ postage |
| Finalised budget | Website Hard Copy from Clerk | Free 10p per sheet+ postage |
| Precept | Website Hard Copy from Clerk | Free 10p per sheet+ postage |

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| Borrowing Approval letter | None available | N/A |
| Financial Standing Orders and Regulations | Hard Copy from Clerk | 10p per sheet+ postage |
| Grants given and received | Minutes on Website Hard Copy from Clerk | Free 10p per sheet+ postage |
| List of current contracts awarded | Hard Copy from Clerk | 10p per sheet+ postage |
| Members' allowances and expenses | None given | N/A |
| Class 3 – What are our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews) | How the information can be obtained | Cost |
| Parish Plan | | N/A |
| Chairman's report to Annual Town Meeting | Website Hard Copy from Clerk | Free 10p per sheet+ postage |
| Quality status | | N/A |
| Local charters drawn up in accordance with DCLG guidelines | No Charters/Not available | N/A |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website | Free |
| Agendas of meetings (as above) | Noticeboard Website Hard Copy from Clerk | Free Free 10p per sheet+ postage |

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| Minutes of meetings (as above) nb. This will exclude information that is properly regarded as private to the meeting. | Website Hard Copy from Clerk | Free 10p per sheet+ postage |
| Reports presented to council meetings (current meeting only) | Hard Copy from Clerk | 10p per sheet+ postage |
| Responses to consultation papers (current meeting only) | Hard Copy from Clerk | 10p per sheet+ postage |
| Responses to planning applications | Hard Copy from Clerk | 10p per sheet+ postage |
| Bye-laws | None/Not available | N/A |
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| Class 5 – Our policies and procedures Current information only | Information Source | Costs |
| Financial Regulations and Standing Orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Other Policy statements | Hard Copy from Clerk} Hard Copy from Clerk} Financial Regs/Standing Orders Hard Copy from Clerk Hard Copy from Clerk | 10p per sheet+ Postage See above 10p per sheet+ Postage See above |
| Policies and procedures for the provision of services and staff. Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures | None/Not available None/Not available Hard Copy from Clerk N/A None/Not available Hard Copy from Clerk | N/A N/A 10p per sheet+ Postage N/A N/A 10p per sheet+ Postage |
| Information security policy | None/Not available | N/A |
| Records management policies (records retention, destruction and archive) | None/Not available | N/A |
| Data protection policies | None/Not available | N/A |

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| Schedule of charges)for the publication of information) | None/Not available | N/A |
| Class 6 – Lists and Registers Currently maintained lists and registers only | Information Source | Cost |
| Any publicly available register or list | None/Not available | N/A |
| Assets Register | Viewing only(Clerk) | Free |
| Disclosure log | None/Not available | N/A |
| Register of members' interests | Viewing only(Clerk) or IW Council | Free |
| Register of gifts and hospitality | Viewing only(Clerk) or IW Council | Free |
| Class 7 – The services we offer Current information only | | |
| Allotments | None/Not available | N/A |
| Burial grounds and closed churchyards | None/Not available | N/A |
| Agency agreements | None/Not available | N/A |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | None/Not available | N/A |

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---|--|
| Disbursement cost | Photocopying @ .10p per sheet (black & white) | Paper + copying facility |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | None | In accordance with the relevant legislation i.e. actual cost incurred by the public authority. |

Contact details:

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