

# Wolverton Parish Council

## Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	<a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a>	
Who's who on the Council and its Committees	<a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a>	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a>	
Location of main Council office and accessibility details	<a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a>	
Staffing structure	<a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a>	
<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 minimum	<a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a> Hard copy available from Clerk Annual Meeting	
Annual return form and report by auditor	Hard copy available from Clerk at Parish Office <a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a>	
Finalised budget	Hard copy available from Clerk	
Precept	Hard copy available from Clerk	
Financial Standing Orders and Regulations	Hard copy available from Clerk	
Grants given and received	Hard copy available from Clerk	
List of current contracts awarded and value of contract	Hard copy available from Clerk	
Members' allowances and expenses	Hard copy available from Clerk	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a>	

# Wolverton Parish Council

## Publication Scheme

Parish Plan (current and previous year as a minimum)	Website and/or Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a> Hard copy from Clerk	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Hard copy or website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy or website Notice Boards	
Agendas of meetings (as above)	Hard copy or website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	
Responses to consultation papers	Hard copy from Clerk	
Responses to planning applications	Hard copy from Clerk or District Council website <a href="http://www.stratforddc.gov.uk">www.stratforddc.gov.uk</a>	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy from Clerk <a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a>	
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	Hard copy from Clerk <a href="http://www.wolvertonpc.org.uk">www.wolvertonpc.org.uk</a>	
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)	Hard copy from Clerk	

# Wolverton Parish Council

## Publication Scheme

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Clerk	
Records management policies (records retention, destruction and archive)	Clerk	
Data protection policies	Clerk	
Schedule of charges )for the publication of information)	Clerk	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	<b>Hard Copy - some information may only be available by inspection</b>	
Assets Register	Clerk	
Disclosure log	Clerk	
Register of gifts and hospitality	Clerk	
Register of members’ interests	Clerk & SDC website	
<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)	<b>(Hard copy or website; some information may only be available by inspection)</b>	
Community Notice Boards, seats, etc	Clerk	
Grass Cutting	Clerk	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Clerk and Responsible Financial officer:**

**Jennifer Bendall**

**7 Brick Kiln Close**

**Norton Lindsey**

**Warwick**

**CV35 8DL**

**Email: [clerk@wolvertonpc.org.uk](mailto:clerk@wolvertonpc.org.uk)**

# Wolverton Parish Council Publication Scheme

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 0.10p per sheet (black & white)	Actual cost
	Photocopying @ per sheet (colour)	Not available
	Postage Current Royal Mail standard charges	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation