



Information available from Wybunbury Parish Council under the model publication scheme

This Policy gives examples of the kinds of information that Wybunbury Parish Council strives to provide in order to meet its commitments under the model publication scheme. The Policy will be regularly reviewed and updated to ensure that it best meets the requirements of the scheme.

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (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>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Who's who on the Council and its Committees</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website www.wybunburyparishcouncil.gov.uk
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) Current and previous financial year as a minimum	Website www.wybunburyparishcouncil.gov.uk
Annual return form and report by auditor	Website www.wybunburyparishcouncil.gov.uk
Finalised budget	Website www.wybunburyparishcouncil.gov.uk
Precept	Website www.wybunburyparishcouncil.gov.uk
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website www.wybunburyparishcouncil.gov.uk
Grants given and received	Website www.wybunburyparishcouncil.gov.uk
List of current contracts awarded and value of contract	Website www.wybunburyparishcouncil.gov.uk
Members' allowances and expenses	Website www.wybunburyparishcouncil.gov.uk
Class 3 – What our priorities are and how we are doing Projects, plans, audits, inspections and reviews	Website www.wybunburyparishcouncil.gov.uk
Annual Report to Parish Meeting (current and previous year as a minimum)	Website www.wybunburyparishcouncil.gov.uk

<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Agendas of meetings (as above)</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Minutes of meetings (as above)</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Reports presented to council meetings</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Responses to consultation papers</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Responses to planning applications</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>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</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Any publicly available register or list</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Assets register</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Register of members' interests</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>
<p>Register of gifts and hospitality</p>	<p>Parish Clerk</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>N/A</p>
<p>Parks, playing fields and recreational facilities</p>	<p>N/A</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Parish Clerk</p>
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>Website www.wybunburyparishcouncil.gov.uk</p>

Contact details:**Mrs M Clough****Parish Clerk to Wybunbury Parish Council****0754 640 5090**clerk@wybunburyparishcouncil.gov.uk

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	<p>We are unable to provide a photocopying service.</p> <p>*Please refer to the Information Commissioner website for appropriate fees and charges to be applied if the request for information is considered to be excessive in staff time</p>	N/A

* the actual cost incurred by the public authority