

## Information available from Winster Parish 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> (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 or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Who's who on the Council and its Committees	Hard copy/website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy/website	
Location of main Council office and accessibility details	Hard copy/website	
Staffing structure	Hard copy/website	
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Annual return form and report by auditor	Hard copy/website	
Finalised budget	Hard copy/website	

Precept	Hard copy/website	
Borrowing Approval letter	Hard copy	
Standing Orders	Hard copy/website	
Financial Regulations	Hard copy/ website	
Grants given and received	Hard Copy & website	
List of current contracts awarded and value of contract	Hard copy/ website	
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
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)	Hard copy/website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy/website	
Agendas of meetings (as above)	Hard copy/website	
Minutes of meetings (as above) – nb this will exclude information that is properly	Hard copy/website	

regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy & website	
Responses to consultation papers	Hard Copy & website	
Responses to planning applications	Hard Copy & website	
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Policies and procedures for the conduct of council business:	Hard copy	
Procedural standing orders	Hard Copy & website	
Committee and sub-committee terms of reference #		
Delegated authority in respect of officers	Hard Copy & website	
Code of Conduct	Hard Copy & website	
Communication policy	Hard Copy & website	
Public Participation Policy	Hard Copy & website	
Policy for Dealing with Vexatious or Repeated Requests for Information	Hard Copy & website	
Protocol on the Recording and Filming of Council and Committee Meetings	Hard Copy & website	
Policy statements #		
Co-option policy	Hard Copy & website	

Policies and procedures for the provision of services and about the employment of staff: Disciplinary Policy Grievance Policy  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)	Hard Copy & website Hard Copy & website  Hard Copy & website Hard Copy & website  Hard Copy & website Hard Copy & website	
Information security policy	Hard Copy & website	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies & GDPR	Hard copy & website	
Schedule of charges (for the publication of information)	Hard copy & website	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard copy & 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	Hard copy, website & DDC	
Register of gifts and hospitality	Hard copy	

<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)  Current information only	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Allotments	Hard copy/ website	
Burial grounds and closed churchyards	Hard copy/website	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy/ website	
Seating, litter bins, clocks, memorials and lighting	Hard copy/ website	
Bus shelters	Hard copy/ website	
Markets	N/A	
Public conveniences	Hard copy/ website	
Agency agreements	Hard copy/ website	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy/website	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	(hard copy or website; some information may only be available by inspection)	
Newsletter	Hard copy/website Delivered to all houses and businesses within the parish	


# Under development

**Contact details:** Mr R D Greatorex – Parish Clerk & Responsible Financial officer  
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 Ashton House, West Bank, Winster, Matlock, Derbyshire DE4 2DQ  
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## SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 50p per sheet A4 (black & white)	Actual cost *
	Photocopying @ £1.00 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

<b>Minimum Charge</b>	£5.00	
<b>Other</b>		

\* the actual cost incurred by the public authority