

# Wingham Parish Council

## Information available under the publication scheme

Information to be published	How information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members ( <i>named contacts where possible with telephone number and email address if used</i> )	Website	Free
Staffing structure	Website	Free
<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		
Annual return form and report by auditor	Hard copy - Clerk	10p/sheet
Finalised budget	Hard copy - Clerk	10p/sheet
Precept	Hard copy - Clerk	10p/sheet
Borrowing Approval Letter	N/A	
Financial Standing Orders and Regulations	Hard copy - Clerk	10p/sheet
Grants given and received	Website Hard copy - Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Website Hard copy - Clerk	Free 10p/sheet
Members' allowances and expenses	Website Hard copy - Clerk	Free 10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (published early 2009)	Website	
Annual Report to Parish or Community Meeting ( <i>current and previous year</i> )	Website Hard copy - Clerk	Free 10p/sheet
Quality status	Hard copy - Clerk	10p/sheet
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		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hardcopy - Clerk	Free 10p/copy
Agendas of meetings (as above)	Website Hard copy - Clerk	Free 10p/sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy - Clerk	Free 10p/sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy - Clerk	10p/sheet
Responses to consultation papers	Hard copy - Clerk	10p/sheet
Responses to planning applications	Hard copy - Clerk	10p/sheet
Bye-laws	N/A	

Information to be published	How information can be obtained	Cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Hard copy - Clerk	10p/sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (<i>including current vacancies</i>)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (<i>including those covering requests for information and operating the publication scheme</i>)</li> </ul>	Hard copy - contact Clerk	10p/sheet
Information security policy	N/A	
Records management policies ( <i>records retention, destruction and archive</i> )	Hard copy - Clerk	10p/sheet
Data protection policies	N/A	
Schedule of charges for the publication of information	See below	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list ( <i>if any are held this should be publicised; in most circumstances existing access provisions will suffice</i> )	N/A	
Assets Register	Hard copy - Clerk	10p/sheet
Disclosure log ( <i>indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils</i> )	N/A	
Register of members' interests	Contact Clerk	
Register of gifts and hospitality	Contact Clerk	
<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		
Allotments	Hard copy - Clerk	10p/sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard copy - Clerk	Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard copy - Clerk	Free 10p/sheet
Bus shelters	Website Hard copy - Clerk	Free 10p/sheet
Markets	N/A	
Public conveniences	Website Hard copy - Clerk	Free 10p/sheet
Agency agreements	N/A	

A summary of services for which the council is entitled to recover a fee, together with those fees ( <i>e.g. burial fees</i> )	N/A	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details for Clerk:**

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**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost 10p*
	Photocopying (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A at present	In accordance with the relevant legislation
<b>Other</b>	N/A at present	

\* the actual cost incurred by the public authority