

## Information available from Wendover Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Staffing structure	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
<b>Class 2 – What we spend and how we spend it</b>	Hard copy, contact Clerk	10p/sheet
Annual return form and report by auditor	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free £2.00
Finalised budget	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Precept	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet

Financial Standing Orders and Regulations	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Grants given and received	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Members' allowances and expenses	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b>	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Quality status	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Local charters drawn up in accordance with DCLG guidelines	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
<b>Class 4 – How we make decisions</b>	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Responses to consultation papers	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Responses to planning applications	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Bye-laws	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
<b>Class 5 – Our policies and procedures</b>		
<b>Policies and procedures for the conduct of council business:</b>  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
<b>Policies and procedures for the provision of services and about the employment of staff:</b>  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)	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet

Information security policy	Hard copy, contact Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy, contact Clerk	10p/sheet
Data protection policies	Hard copy, contact Clerk	10p/sheet
Schedule of charges )for the publication of information)	Hard copy, contact Clerk	10p/sheet
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available for inspection, contact Clerk	
Assets Register	Available for inspection, contact Clerk	
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)	Available for inspection, contact Clerk	
Register of members' interests	Available for inspection, contact Clerk	
Register of gifts and hospitality	Available for inspection, 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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments		

Parks, playing fields and recreational facilities	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Bus shelters	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
Markets	<a href="http://www.wendover-pc.gov.uk">www.wendover-pc.gov.uk</a> Hard copy, contact Clerk	Free 10p/sheet
<b>Additional Information</b>		

**Contact details:**

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Copier fee, plus paper, time
	Postage DL envelope - 50p Large Letter 0 - 100g - £1.00 Large Letter - 101g - 250g £1.50	Envelope, plus second class postage
<b>Statutory Fee</b>		
<b>Other</b>		