



Information available from WENDOVER PARISH COUNCIL under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Noticeboard/website	Free
Contact details for Parish Clerk and Council members	Noticeboard/website	Free
Location of main Council office	Noticeboard/website	Free
Class 2 – What we spend and how we spend it (Current and previous financial year)		
Annual return form and report by auditor	Application to the Clerk	see below
Finalised budget – contained in minutes of meetings	website/noticeboard	Free
Precept – contained in minutes of meetings	website/noticeboard	Free
Financial Regulations	Application to the Clerk	see below
Grants given and received – contained in minutes of meetings	Website/noticeboard	Free
List of current contracts awarded and value of contract	Application to the Clerk	see below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Three Year Plan	Annual Report to APM	Free
Annual Report to Annual Parish Meeting (current and previous year)	Website	Free
Class 4 – How we make decisions (Current and previous council year)		
Timetable of meetings	Noticeboard/website	Free
Agendas of meetings	Noticeboard	Free
Minutes of meetings	Noticeboard/website	Free
Reports presented to council meetings	Application to the Clerk	see below

Responses to consultation papers	Application to the Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:	website	free
Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	website	free
Policies & procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme)	website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Application to the Clerk	
Register of members' interests	Application to the Clerk	
Register of gifts and hospitality	Application to the Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - Current information only		
Allotments	Application to the Clerk	Free
Seating, litter bins, clocks, war memorial and lighting	Application to the Clerk	Free
Bus shelters	Application to the Clerk	Free
A summary of services for which the council is entitled to recover a fee, together with those fees	Application to the Clerk	Free

Contact details: Clerk, Wendover Parish Council, The Clock Tower, Wendover, HP22 6DU
Telephone: 01296623056 E-mail: clerk@wendover-pc.gov.uk
Parish Council website: www.wendover-pc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p per single sided sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Document History		
Status	Date	Version
Approved	01/05/2012	1
Reviewed by Finance Committee	23/01/2018	1
Next Review Due	01/11/2018	