

# Information available from Winkleigh Parish Council under the model publication scheme August 2015

<b>Information to be published</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)
This will be current information only.
N.B. Councils should already be publishing as much information as possible about how they can be contacted.
Who's who on the Council and its Committees
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))
Location of main Council office and accessibility details
Staffing structure
<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
Finalised budget
Precept
Borrowing Approval letter
Financial Standing Orders and Regulations
Grants given and received
List of current contracts awarded and value of contract
Members' allowances and expenses
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)
Current and previous year as a minimum
Parish Plan (current and previous year as a minimum)
Annual Report to Parish Meeting (current and previous year as a minimum)
Quality status
Local charters drawn up in accordance with DCLG guidelines

**Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Current and previous council year as a minimum

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)

Agendas of meetings (as above)

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.

Responses to consultation papers

Responses to planning applications

Bye-laws

**Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

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

Policies and procedures for the provision of services and about the employment of staff:

Internal instructions to staff and 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)

Information security policy

Records management policies (records retention, destruction and archive)

Data protection policies

Schedule of charges (for the publication of information)

<b>Class 6 – Lists and Registers</b>
Currently maintained lists and registers only
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)
Assets register
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)
Register of members' interests
Register of gifts and hospitality
<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
Burial grounds and closed churchyards
Community centres and village halls
Parks, playing fields and recreational facilities
Seating, litter bins, clocks, memorials and lighting
Bus shelters
Markets
Public conveniences
Agency agreements
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above

**ALL INFORMATION AVAILABLE VIA:-      PARISH WEBSITE:- [winkleighpc.org](http://winkleighpc.org) – FREE**  
**EMAIL Parish Clerk: [clerk@winkleighpc.org](mailto:clerk@winkleighpc.org) - FREE**  
**HARDCOPY POSTED: £2.50 per request (21/06/2018) Contact details:**  
**Winkleigh Parish Council, Community Centre, Castle Street, Winkleigh. EX19 8HU**  
**[clerk@winkleighpc.org](mailto:clerk@winkleighpc.org)    07720 301854**