

Information available from Welford-on-Avon 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 (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Free 10p/sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	By inspection – contact Clerk	
Finalised budget/Precept	Hard copy – contact Clerk	10p/sheet
Financial Regulations	Website Hard copy – contact Clerk	Free 10p/sheet
Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	By inspection – contact Clerk	
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Website Hard copy – contact Clerk	Free £3.00
Annual Report to Parish or Community Meeting	APM minutes Website Hard copy – contact Clerk	Free 10p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p/sheet
Minutes of meetings (as above)	Website Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings	By inspection – contact Clerk	
Responses to consultation papers	By inspection – contact Clerk	
Responses to planning applications	Website Or by inspection at the offices of Stratford on Avon DC	Free

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 10p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 10p/sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 10p/sheet</p>
<p>Class 6 – Lists and Registers</p>		
<p>Assets Register</p>	<p>By inspection – contact Clerk</p>	
<p>Register of members' interests</p>	<p>By inspection – contact Clerk</p>	
<p>Register of gifts and hospitality</p>	<p>By inspection – contact Clerk</p>	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website Hard copy – contact Clerk	Free 10p/sheet
Closed churchyard	Website Hard copy – contact Clerk	Free 10p/sheet
Playing fields and recreational facilities	Website Hard copy – contact Clerk	Free 10p/sheet
Seating, litter bins, dog bins	Website Hard copy – contact Clerk	Free 10p/sheet
Bus shelters	Website Hard copy – contact Clerk	Free 10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

This Model Publication Scheme was adopted by Welford-on-Avon Parish Council at its meeting on 2nd December 2008.