

Information available from West Dean Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p/sheet
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard Copy	Free 10p/sheet
Annual return form and report by auditor	Website Hard copy	Free 10p/sheet
Finalised budget	Hard copy	Free 10p/sheet

Precept	Hard copy	Free 10p/sheet
Financial Standing Orders and Regulations	Website Hard copy	Free/ 10p/sheet
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	No members' allowances	
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 (current and previous year as a minimum)	Website	Free
Annual Report to Parish (current and previous year as a minimum)	Website Hard copy	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council years	Website Hard Copy	Free/ 10p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy	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	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free 10p/sheet
Responses to consultation papers	Hard copy	Free 10p/sheet
Responses to planning applications	Wiltshire Council Website	Free

	Hard copy	10p/sheet
Bye-laws	Website Hard copy	Free 10p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard copy	Free 10p/sheet
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	Website Hard copy	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff. Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 10p/sheet
Information security policy		
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10p/sheet
Data protection policies		
Schedule of charges for the publication of information		

Class 6 – Lists and Registers	Hard Copy (some information may only be available by inspection)	10p/sheet
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)	Hard Copy (some information may only be available by inspection)	10p/sheet
Assets Register	Hard Copy	10p/sheet
Register of members' interests	Website Hard copy	Free 10p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets produced for the public) Current information only	Website Hard Copy	Free 10p/sheet
Parks, playing fields and recreational facilities		Free
Seating, litter bins, memorials and lighting		Free

Contact details:

Melanie Camilleri
Clerk to the Council
Dean Chase, West Dean, Salisbury, Wiltshire SP5 1JJ
Tel: 07798 698199 westdeanparishclerk@outlook.co.uk

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority