

Winster Parish Council Model Publication Scheme

Record of amendments and updates				
Date of Review	Details	Version	Amended by	Approved Date and Minute Number
09/05/2022	Annual Parish Council Meeting Review & Adopt	V1	WPC	09/05/22 AGM 05/07/22 x)

WINSTER PARISH COUNCIL

Model Publication Scheme

Amendments approved by Council

Minute Number

Signed.....(Chair)

Trisha Dale
Clerk & Responsible Financial Officer
Ivy Dene
Main Street
Matlock
Derbyshire
DE4 2BN

Information available from Winster 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)</p> <p>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 or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Who's who on the Council and its Committees	Hard copy/website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy/website	
Location of main Council office and accessibility details	Hard copy/website	
Staffing structure	Hard copy/website	
<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 or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Annual return form and report by auditor	Hard copy/website	
Finalised budget	Hard copy/website	

Precept	Hard copy/website	
Borrowing Approval letter	Hard copy	
Standing Orders	Hard copy/website	
Financial Regulations	Hard copy/ website	
Grants given and received	Hard Copy & website	
List of current contracts awarded and value of contract	Hard copy/ website	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy/website	
Agendas of meetings (as above)	Hard copy/website	
Minutes of meetings (as above) – nb this will exclude information that is properly	Hard copy/website	

regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy & website	
Responses to consultation papers	Hard Copy & website	
Responses to planning applications	Hard Copy & website	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Policies and procedures for the conduct of council business:	Hard copy	
Procedural standing orders	Hard Copy & website	
Committee and sub-committee terms of reference #		
Delegated authority in respect of officers	Hard Copy & website	
Code of Conduct	Hard Copy & website	
Communication policy	Hard Copy & website	
Public Participation Policy	Hard Copy & website	
Policy for Dealing with Vexatious or Repeated Requests for Information	Hard Copy & website	
Protocol on the Recording and Filming of Council and Committee Meetings	Hard Copy & website	
Policy statements #		
Co-option policy	Hard Copy & website	

Policies and procedures for the provision of services and about the employment of staff: Disciplinary Policy Grievance Policy 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)	Hard Copy & website Hard Copy & website Hard Copy & website Hard Copy & website Hard Copy & website Hard Copy & website	
Information security policy	Hard Copy & website	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies & GDPR	Hard copy & website	
Schedule of charges (for the publication of information)	Hard copy & website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard copy & website	
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)	N/A	
Register of members' interests	Hard copy, website & DDC	
Register of gifts and hospitality	Hard copy	

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	(hard copy or website; some information may only be available by inspection)	50p per A4 sheet (black & white)
Allotments	Hard copy/ website	
Burial grounds and closed churchyards	Hard copy/website	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy/ website	
Seating, litter bins, clocks, memorials and lighting	Hard copy/ website	
Bus shelters	Hard copy/ website	
Markets	N/A	
Public conveniences	Hard copy/ website	
Agency agreements	Hard copy/ website	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy/website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	(hard copy or website; some information may only be available by inspection)	
Newsletter	Hard copy/website Delivered to all houses and businesses within the parish	

Under developmen

Contact details: Parish Clerk & Responsible Financial officer
 Winster Parish Council
 Ivy Dene Main Street, Birchover, Matlock, Derbyshire DE4 2BN
 Tel: 07703 514551
 E-mail: clerk@winsterparishcouncil.gov.uk
 Website: www.winsterparishcouncil.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet A4 (black & white)	Actual cost *
	Photocopying @ £1.00 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Minimum Charge	£5.00	
Other		

* the actual cost incurred by the public authority

