

WORTON PARISH COUNCIL

Information available from the Council under the model publication scheme as at July 2021.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i>		
Who's who on the Council and its Committees	Website Notice board Hard copy – contact Parish Clerk	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice board Hard copy – contact Parish Clerk	10p per sheet
Business address for the Parish Council	Please see above	
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
Annual return form and report by auditor	Website Hard copy – contact Parish Clerk	10p per sheet
Finalised budget	Website Hard copy – contact Parish Clerk	10p per sheet
Precept	Upon request to the Parish Clerk	10p per sheet

Financial Standing Orders and Regulations	Website Hard copy – contact Parish Clerk	10p a sheet
Grants given and received	Upon request to the Parish Clerk	10p a sheet
List of current contracts awarded and value of contract	Upon request to the Parish Clerk	10p a sheet
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Annual Parish Meeting minutes – website or hard copy – contact Parish Clerk	10p a sheet
Annual safety report of play equipment	Upon request to the Clerk	10p a sheet
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Notice board Hard copy – contact Parish Clerk	10p a sheet
Agendas of meetings (as above)	Website Notice board Hard copy – contact Parish Clerk	10p a sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Notice board Hard copy – contact Parish Clerk	10p a sheet

Responses to planning applications	Upon request to the Parish Clerk	10p a sheet
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Website Notice board Hard copy – contact Parish Clerk	10p a sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Recruitment	Website Notice board Hard copy – contact Parish Clerk Upon request to the Parish Clerk	10p a sheet
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Parish Clerk	10p a sheet
Data protection policies	Website Hard copy – contact Parish Clerk	10p a sheet

Schedule of charges (for the publication of information)	Website Hard copy – contact Parish Clerk	10 a sheet
Class 6 – Lists and Registers		
Assets register	Website Hard copy – contact Parish Clerk	10p a sheet
Register of members' interests	Wiltshire Council website: Councillors' section	
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
Parks, playing fields and recreational facilities	Upon request to the Clerk	
Seating, litter bins, clocks, memorials and lighting	Upon request to the Clerk	
Bus shelters	Upon request to the Clerk	

Contact details:

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Clerk to the Parish Council

1 Charter Close

Devizes

Wiltshire

SN10 2SJ

clerk@worton.org.uk

www.worton.org.uk

01380 725658

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 @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority