

WOOTTON BRIDGE PARISH COUNCIL

INFORMATION AVAILABLE UNDER ITS MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy and/or website)	
Who's who on the Council and its Committees	Website The Bridge Parish Office E-mail from Clerk Hard copy from Clerk	Free Free Free Free 10p + postage
Contact details for Parish Clerk and Council members	Website The Bridge Parish Office E-mail from Clerk Hard copy from Clerk	Free Free Free Free 10p + postage
Location of main Council office Accessibility details	Website The Bridge	N/A N/A
Staffing structure	Parish Office Hard copy from Clerk	free 10p + postage

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class 2 – What we spend and how we spend it (Financial information - Current and previous financial year)		
Annual return form and report by auditor	Noticeboard at audit Website Parish Office Hard Copy from Clerk	Free Free 10p per sheet 10p per sheet + postage
Finalised budget	Website E-mail Parish Office Hard copy from Clerk	Free Free 10p per sheet 10p per sheet + postage
Precept (In Minutes & Accounts)	Website E-mail Parish Office Hard copy from Clerk	Free Free 10p per sheet 10p per sheet + postage
Borrowing Approval letter	No letter/Not available	N/A
Standing Orders and Financial Regulations	Website E-mail Parish Office Hard copy from Clerk	Free Free 10 per sheet 10p per sheet + postage
Grants given and received	Website E-mail Parish Office Hard copy from Clerk	Free Free 10p per sheet 10p per sheet + postage
List of current contracts awarded and value of contract	E-mail Parish Office Hard copy from Clerk	Free 10 per sheet 10p per sheet + postage
Members' allowances and expenses	E-mail Parish Office Hard copy from Clerk	Free 10p per sheet 10p per sheet + postage

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class 3 – What our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Housing Plan	Website	Free
Chairman's Report to Annual Parish Meeting	Website E-mail Parish Office Hard copy from Clerk	Free Free 10p per sheet 10p per sheet + postage
Local charters drawn up in accordance with DCLG guidelines	No charters/Not available	N/A
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 The Bridge	Free Free
Agendas of meetings (as above)	Noticeboard Website/E-mail Parish Office Hard copy from Clerk	Free Free 10p per sheet 10 per sheet + postage
Minutes of meetings	Website/Email Parish Office Hard copy from Clerk	Free 10p per sheet 10p per sheet + postage
Reports presented to council meetings (current meeting only)	Hard copy from Clerk Email from Clerk	10p per sheet + postage Free
Responses to consultation papers (current meeting only)	Hard copy from Clerk Email from clerk	10p per sheet + postage Free
Responses to planning applications	Minutes	See above
Bye-laws	None/Not available	N/A

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
<p align="center">Class 5 – Our policies and procedures</p> <p align="center">Current information only</p>		
<p align="center">Financial Regulations & Standing Orders</p> <p align="center">Committee Terms of Reference Delegated authority in respect of officers Code of Conduct Other Policy Statements</p>	<p align="center">Website E-mail Parish Office Hard copy from Clerk} Hard copy from Clerk} Financial Regs/Standing Orders E-mail Hard copy from Clerk Hard copy from Clerk Website Email from Clerk</p>	<p align="center">Free Free 10p per sheet 10p per sheet + postage See above Free 10p per sheet + postage 10p per sheet + postage Free Free</p>
<p align="center">Policies and procedures for the provision of services and staff:</p> <p align="center">Internal policies relating to the delivery of services Equality and Diversity</p> <p align="center">Health and Safety Policy & Risk Assessments</p> <p align="center">Recruitment Policies</p> <p align="center">Policies and procedures for handling requests for information Complaints procedures</p>	<p align="center">None/Not available Website Hard copy from Clerk Website E-mail Hard copy from Clerk N/A None/Not available Website E-mail Hard copy from Clerk</p>	<p align="center">N/A Free 10p per sheet + postage Free 10p per sheet + postage N/A Free Free 10p per sheet + postage</p>
<p align="center">Information security</p>	<p align="center">None/Not available</p>	<p align="center">N/A</p>
<p align="center">Records management policies (records retention, destruction and archive) Data protection</p>	<p align="center">None/Not available None/Not available</p>	<p align="center">N/A N/A</p>
<p align="center">Schedule of charges (for the publication of information)</p>	<p align="center">None/Not available</p>	<p align="center">N/A</p>

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	None/Not available	N/A
Assets Register	Viewing only (Clerk)	Free
Disclosure log	None/Not available	N/A
Register of members' interests	Viewing only (Clerk)/ IW Council/Website	Free
Register of gifts and hospitality	Viewing only (Clerk) or IW Council	Free
Class 7 – The services we offer Current information only		
Allotments	None/Not available	N/A
Burial grounds and closed churchyards	None/Not available	N/A
Community Centre/Village Hall/Parish Office	Parish Office Wootton Bridge CIC	N/A Free
Parks, playing fields and recreational facilities	Parish Office	Free
Seating, litter bins, clocks	Assets Register (viewing only)	Free
Bus shelters	None/Not available	N/A
Markets	None/Not available	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None/Not available	N/A

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 1st class
Statutory Fee	None	N/A

Contact details:

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