

**Information available from Weston under Penyard Parish Council
under the model publication scheme (January 2009)**



<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
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 (named contacts where possible with telephone number and email address (if used))	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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact clerk	
Finalised budget	Website Hard copy – contact clerk	
Precept	Hard copy – contact clerk	
Financial Standing Orders and Regulations	Website Hard copy – contact clerk	
Grants given and received	Hard copy – contact clerk	
Neighbourhood Plan	Website Hard copy – contact clerk	Free £15
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	See minutes of meeting on website Hard copy – contact clerk	10p/sheet

<p>Class 3 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact clerk	
Agendas of meetings (as above)	Website Hard copy – contact clerk	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	
Responses to consultation papers	Hard copy – contact clerk	
Responses to planning applications	See PC minutes on website Hard copy – contact clerk	
Bye-laws	N/A	
<p>Class 4 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
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	Hard copy – contact clerk Website	10p/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	Hard copy – contact clerk Website	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Regular back up of PC information on memory stick and given to Chair	
Records management policies (records retention, destruction and archive)	Following is kept by clerk: Minutes of all meetings Financial information Insurance information Important correspondence General correspondence received is circulated to each PC member before meeting then disposed of.	
Data protection policies	Hard copy – contact clerk Website	10p/sheet
Class 5 – Lists and Registers Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Held by clerk	
Assets register	Hard copy – contact clerk	10p/sheet
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)	Held by clerk	
Register of members’ interests	Hard copy – contact clerk or Monitoring Officer at HC	

Class 6 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only		
Village hall - representative	Contact clerk	
Litter bins	Contact clerk	
Bus shelters	Contact clerk	
Phone box	Contact clerk	

Contact details:

Nick Richmond – Clerk and Responsible Finance Office
westonunderpenyardparishclerk@outlook.com
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Camp Road
Ross-on-Wye
HR9 5NJ

Meetings by appointment only.

ADOPTED: MARCH 7TH 2019