



PUBLICATION POLICY.

Policy Author & Job Title: Michael Tew
 Parish Clerk & Responsible Finance Officer
 Approved by members on: 15th May 2018
 Due for Review: January 2019
 Approved by Parish Council on 15th May 2018

Information available from Wistow Parish Council under the 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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | <p>Website (www.wistovillage.info) Hard copy</p> | <p>Free Mono copies only 10p per page. Colour if needed 20p per page.</p> |
| <p>Who's who on the Council and its Committees</p> | <p>Website Hard copy</p> | <p>Free Mono copies only 10p per page. Colour if needed 20p per page.</p> |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)</p> | <p>Website Hard copy</p> | <p>Free Mono copies only 10p per page. Colour if needed 20p per page.</p> |
| <p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure and financial audit) relating to current and previous financial year as a minimum</p> | <p>Website Hard copy Noticeboard</p> | <p>Free Mono copies only 10p per page. Colour if needed 20p per page. Free</p> |
| <p>Annual return form and report by internal auditor</p> | <p>Website Hard copy</p> | <p>Free Mono copies only 10p per page. Colour if needed 20p per page</p> |

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|--|-------------------------------------|---|
| | Noticeboard | Free |
| Finalised budget | Website Hard copy | Free Mono copies only 10p per page. Colour if needed 20p per page. |
| Precept | Noticeboard Website Hard copy | Free Mono copies only 10p per page. Colour if needed 20p per page. Free |
| Financial Standing Orders and Regulations | Noticeboard Website Hard Copy | Free Mono copies only 10p per page. Colour if needed 20p per page. |
| Items of expenditure above £100 | Website Noticeboard Hard copy | Free Free Mono copies only 10p per page. Colour if needed 20p per page. |
| Grants given and received | Website Hard copy | Free Mono copies only 10p per page. Colour if needed 20p per page. |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website Hard copy Noticeboard | Free Mono copies only 10p per page. Colour if needed 20p per page. Free |
| Class 3 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum (Parish Council Minutes) | Website Hard copy Noticeboard | Free Mono copies only 10p per page. Colour if needed 20p per page. Free |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Noticeboard Hard copy | Free Free Mono copies only 10p per page. Colour if needed 20p per page. |

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|---|---|---|
| Agenda of meetings | Website Noticeboard Hard copy | Free Free Mono copies only 10p per page. Colour if needed 20p per page. |
| Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. | Hard copy Website | Mono copies only 10p per page. Colour if needed 20p per page. |
| Responses to planning applications | Hard copy Website Noticeboard | Mono copies only 10p per page. Colour if needed 20p per page Free Free. |
| 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 Mono copies only 10p per page. Colour if needed 20p per page. |
| Policies and procedures for the conduct of council business Procedural standing orders | Website Hard copy | Free Mono copies only 10p per page. Colour if needed 20p per page. |
| Class 6 – Lists and Registers Currently maintained lists and registers only | | |
| Assets Register | Website Hard copy | Free Mono copies only 10p per page. Colour if needed 20p per page. |
| Register of Members Interests | Hunts District Council website Hard copy | Free Mono copies only 10p per page. Colour if needed 20p per page. |

Contact details:

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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 @ 20p per sheet (black & white) | Actual cost* |
| | Photocopying @ 20p per sheet (colour) | " |
| | Postage | Actual cost of Royal Mail standard 2nd class |