

East Williamston Community Council

Information available from East Williamston Community Council under the model publication scheme

Class1- Who are we and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Information to be published	How the information can be obtained	Cost
Who's who on the Council	Website Hard copy- contact Clerk	Free 10p per sheet
Contact details for Clerk and Council members (N.B this only includes information that is already in the public domain. Telephone numbers and email addresses that are withheld by Councillors for personnel or professional reasons will not be available)	Website Hard copy- contact Clerk	Free 10p per sheet
Location of Clerk's office and accessibility details.	Website Hard copy- contact Clerk	Free 10p per 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)

Information to be published	How the information can be obtained	Cost
Current and previous financial year as a minimum	Hard copy – contact Clerk	10p per sheet
Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet
Finalised Budget	Hard copy – contact Clerk	10p per sheet
Precept	Hard copy – contact Clerk	10p per sheet
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p per sheet
Grants given and received	Hard copy – contact Clerk	10p per sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p per sheet

Class 3- What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Action Plan (current and previous year as minimum)	Hard copy – contact Clerk	10p per sheet

Class 4 – How we make decisions
 (Decision making processes and records of decisions)
 Current and previous council year as minimum

Information to be published	How the information can be obtained	Cost
Timetable of meetings of Council	Website Hard copy – contact Clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p per sheet
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	Free 10p per sheet
Reports presented to council meetings –N.B this will exclude information that is properly regarded as private to the meeting	Hardcopy – Contact Clerk	10p per sheet
Responses to consultation papers	Hard copy- contact Clerk	10p per sheet
Reponses to planning applications	Website Hard copy – contact Clerk	Free 10p per sheet

Class 5 – Our policies and procedures
 (Current written protocols, policies and procedures for delivering our services and responsibilities)
 Current information only

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business	Website Hard copy – contact Clerk	Free 10p per sheet
Procedural standing orders	Website Hard copy – contact Clerk	Free 10p per sheet
Code of conduct	Website Hard copy – contact Clerk	Free 10p per sheet
Policy Statements	Hard copy- contact Clerk	10p per sheet

Equality and diversity policy	Website Hard copy – contact Clerk	Free 10p per sheet
Health and safety policy	Website Hard copy – contact Clerk	Free 10p per sheet
Policies and procedures for handling requests for information	Website Hard copy – contact Clerk	Free 10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	Free 10p per sheet
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Clerk	Free 10p per sheet
Data protection policies	Website Hard copy – contact Clerk	Free 10p per sheet
Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 10p per sheet

Class 6- Lists and Registers

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)

Information to be published	How the information can be obtained	Cost
Register of members' interests	Website	Free
	Hard copy – contact Clerk	10p per sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p per sheet
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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 @ 10p per sheet (black & white)	Actual cost *

	Photocopying @15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority