

Information available from Niton and Whitwell Parish Council under the model 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.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Parish notice boards Hard copy – contact Clerk	Free Free 10p + postage
Contact details for Parish Clerk and Council members, including telephone numbers	Website Parish notice boards Hard copy – contact Clerk	Free Free 10p + postage
Location of main Council office and accessibility details	No public office: Clerk works from home	
<p>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)</p> <p>Current and previous financial year</p>		

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Annual Governance and Accountability Return (AGAR) form and report by auditor	Website Parish notice boards at audit Hard copy – contact Clerk	Free Free 10p per sheet + postage
Finalised budget	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Precept (minutes, financial statements, budget)	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Grants given and received	Website Hard copy – contact Clerk	Free 10p per sheet + postage
List of current contracts awarded and value of contract	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Members' expenses	Website Hard copy – contact Clerk	Free 10p per sheet + postage
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year</p>		
Parish Plan	Website Hard copy – contact Clerk	Free Postage

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Annual Report to Parish	Website Hard copy – contact Clerk	Free 10p per sheet + postage
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous years</p>		
Timetable of meetings (Council, Planning Committee and Annual Parish meetings)	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Agendas of meetings	Website Parish notice boards Niton Library Hard copy – contact Clerk	Free Free Free 10p per sheet + postage
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Niton Library Hard copy – contact Clerk	Free Free 10p per sheet + postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website E-mail – contact Clerk Hard copy – contact Clerk	Free Free 10p per sheet + postage
Responses to consultation papers	Included in minutes	See above
Responses to planning applications	Included in minutes	See above
Bye-laws	N/A	

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Website Hard copy – contact Clerk</p> <p>N/A Financial Regulations/Standing Orders</p> <p>Website Hard copy – contact Clerk</p> <p>Website Hard copy – contact Clerk</p>	<p>Free 10p per sheet + postage</p> <p>See above</p> <p>Free 10p per sheet + postage</p> <p>Free 10p per sheet + postage</p>
Information security policy	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Data protection policies	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Schedule of charges (for the publication of information)	Guide to Information	

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<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	N/A	
<p>Assets register</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free 10p per sheet + postage</p>
<p>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)</p>	N/A	
<p>Register of members' interests</p>	<p>Website Viewing only – contact Clerk</p>	<p>Free Free</p>
<p>Register of gifts and hospitality</p>	N/A to date	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Niton Recreation Ground</p>	Contact Clerk	
<p>Seating, street furniture and memorials</p>	Assets register	
<p>Niton Public conveniences</p>	Contact Clerk	
<p>Additional Information</p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
<p>Tourist brochure</p>	<p>Website Hard copy – contact Clerk</p>	<p>Free Postage</p>

Contact details:

Clerk to the Parish Council: Vickie Ford, Streamside, High Street, Whitwell, Ventnor, PO38 2QQ

Tel: (01983) 730806

E-mail: clerk@nitonwhitwell.org.uk

Website: www.nitonwhitwell.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Paper and copying facility
	Photocopying @ 10p per sheet (colour)	Paper and copying facility
	Postage	Actual cost of Royal Mail standard 2 nd class