

Information available from Willington Parish Council under the model publication scheme – Originally adopted on 22nd March 2016, Minute No 15/192.2. Reviewed and re-approved on 19th May 2026, Minute No 26/028

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members with telephone numbers and email address (if used))	Website and Hard Copy	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Finalised budget	Website or Hard Copy	20p per A4 sheet
Precept	Website or Hard Copy	20p per A4 sheet
All financial transactions greater than £100	Website or Hard Copy	20p per A4 sheet
Year End Accounts and significant variances from previous year	Website or Hard Copy	20p per A4 sheet
Asset Register	Website or Hard Copy	20p per A4 sheet
Community Infrastructure Levy (CIL) report	Website or Hard Copy	20p per A4 sheet
Financial Regulations	Website or Hard Copy	20p per A4 sheet

Grants given and received (via published accounts)	Website or Hard Copy	20p per A4 sheet
List of current contracts awarded and value of contract	Hard Copy	20p per A4 sheet
Members' allowances and expenses	Hard Copy	20p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy and website	20p per A4 sheet
Internal Audit Report	Website and Hard Copy	20p per A4 sheet
Annual Governance Report (AGAR)	Website and Hard Copy	Free
Public Rights Notice	Website and Hard Copy	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee meetings and parish meetings)	Hard Copy and website	Free
Agendas of meetings (as above)	Hard Copy and website	Free
Minutes of meetings (as above) – n.b. this will exclude any information that is properly regarded as private to the meeting.	Hard Copy and website	Free
Reports presented to council meetings – n.b. this will exclude any information that is properly regarded as private to the meeting.	Hard Copy or website	20p per A4 sheet
Responses to consultation papers	Hard Copy	20p per A4 sheet
Responses to planning applications	CWaC Planning Portal or Hard Copy	20p per A4 sheet

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)          Current information only</p>		
<p>Policies and procedures for the conduct of council business:          Standing orders          Committee terms of reference          Delegated authority in respect of officers          Code of Conduct</p>	<p>Website or Hard Copy          Hard Copy          Hard Copy          Website or Hard Copy</p>	<p>20p per A4 sheet          20p per A4 sheet          20p per A4 sheet          20p per A4 sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:          Internal policies relating to the delivery of services          Equality and diversity policy          Health and safety policy          Recruitment policy          Policies and procedures for handling requests for information          Complaints procedures</p>	<p>All via Website or Hard Copy</p>	<p>20p per A4 sheet          20p per A4 sheet          20p per A4 sheet          20p per A4 sheet          20p per A4 sheet          20p per A4 sheet</p>
<p>Information security policy</p>	<p>Website or Hard Copy</p>	<p>20p per A4 sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website or Hard Copy</p>	<p>20p per A4 sheet</p>
<p>Data protection policies</p>	<p>Website or Hard Copy</p>	<p>20p per A4 sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard Copy</p>	<p>20p per A4 sheet</p>
<p><b>Class 6 – Lists and Registers</b>          Currently maintained lists and registers only</p>		

Any publicly available register or list	Hard Copy	20p per A4 sheet
Disclosure log	Hard Copy	20p per A4 sheet
Register of members' interests	Website or Hard Copy	20p per A4 sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Information Booklet	Hard Copy or Website	Free
Newsletters	Hard Copy or Website	Free
Village Design Statement	Hard Copy or Website	Free
<b>Additional Information</b> This will provide the Parish Council 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 are published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet	Estimated cost of paper/machine/time
	Postage	Actual cost of Royal Mail standard 1st class
<b>Statutory Fee</b>		In accordance with the relevant legislation (Freedom of Information Act 2000)
<b>Other</b>		

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