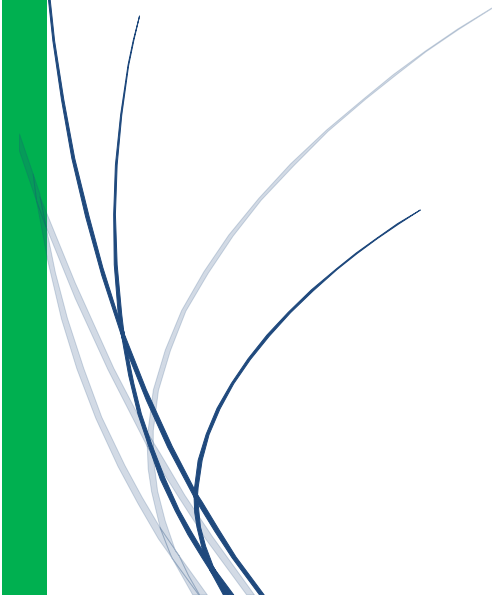


Winchcombe Town Council



Winchcombe

Information available from Winchcombe Town Council
Under the Model Publication Scheme



Information available from Winchcombe Town 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</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	<p>Website</p> <p>Newsletter</p> <p>Hardcopy - apply to Clerk</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>
Membership of other Committees, Community groups and Organisations	Hardcopy - apply to Clerk	10p per sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website</p> <p>Newsletter</p> <p>Hardcopy - apply to Clerk</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>
Location of main Council office and accessibility details	<p>Website</p> <p>Newsletter</p> <p>Notice boards</p>	Free
Staffing structure	Hardcopy – apply to Clerk	10p per sheet

Class 2 – What we spend and how we spend it	How the information can be obtained	Cost
(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	Hardcopy – apply to Clerk	10p per copy
Finalised budget	Website Minute book Hardcopy – apply to Clerk	Free 10p per sheet
Precept	Website Minute book Hardcopy – apply to Clerk	Free Free to view 10p per sheet
Borrowing Approval letter	Hardcopy – apply to Clerk	10p per sheet
Financial Standing Orders and Regulations	Website Hardcopy – apply to Clerk	Free 10p per sheet
Grants given and received	Hardcopy – apply to Clerk	10p per sheet
List of current contracts awarded and value of contract	Minute book Hardcopy – apply to Clerk	Free 10p per sheet

Members' allowances and expenses	Hardcopy – apply to Clerk	10p per sheet
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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	Website Hardcopy - apply to Clerk	Free Free
Vision Statement	Website Hardcopy - apply to Clerk	Free Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hardcopy – apply to Clerk	Free 10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee meetings and parish meetings)	Website Hardcopy – apply to Clerk	Free 10p per sheet

Agendas of meetings (Council, any committee meetings and parish meetings)	Website Notice boards, and Library Hardcopy – apply to Clerk	Free Free 10p per sheet
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Class 4 – How we make decisions - continued	How the information can be obtained	Cost
Minutes of meetings (Council, any committee meetings and parish meetings) NB: This will include approved minutes only and will exclude information that is properly regarded as private and confidential to the meeting.	Website Minute Book Hardcopy – apply to Clerk	Free Free 10p per sheet
Reports presented to council meetings NB: This will exclude information that is properly regarded as private to the meeting.	Hardcopy – apply to Clerk	10p per sheet
Responses to consultation papers (Where documents are provided free of charge they will be made available. A charge will only be made for additional copies.)	Available in minutes of Meetings (as published above) Hardcopy – apply to Clerk	Free 10p per sheet

<p>Responses to planning applications</p> <p>NB: Planning applications are available on Tewkesbury Borough Council website with published comments. Planning applications are available for viewing only at the Town Council Office during normal office hours.</p>	<p>Available as minutes of Meetings (as published above) Hardcopy – apply to Clerk</p>	<p>Free 10p per sheet</p>
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<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>How the information can be obtained</p> <p>Where available some information may only be available by inspection</p>	<p>Cost</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee terms of reference Code of Conduct Complaints procedure</p>	<p>Website Website Website Website Hardcopy – apply to Clerk</p>	<p>Free Free Free Free 10p per sheet</p>

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hardcopy – apply to Clerk	10p per sheet
Information security policy		
Records management policies (records retention, destruction and archive)	Hardcopy – apply to Clerk	10p per sheet
Data protection policy	Website	Free 10p
Freedom of Information Policy	Hardcopy – apply to Clerk	per copy
Schedule of charges (for the publication of information)	Website (see below)	Free

Class 6 – Lists and Registers	How information can be obtained	Cost
Currently maintained lists and registers only	Some information may only be available for personal inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hardcopy – apply to Clerk	10p per sheet
Assets Register	Website Hardcopy – apply to Clerk	Free 10p per 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)	Hardcopy – apply to Clerk	10p per sheet
Register of members' interests (also held by Tewkesbury Borough Council)	Hardcopy – apply to Clerk	10p per sheet
Register of gifts and hospitality	Hardcopy – apply to Clerk	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	How information can be obtained Some information may only be available for personal inspection	Cost
Burial grounds and closed churchyards	Hardcopy – apply to Clerk	10p per sheet
Community centres and village halls	Hardcopy – apply to Clerk	10p per sheet

Class 7 – The services we offer - continued	How information can be obtained	Cost
Parks, playing fields and recreational facilities	Hardcopy – apply to Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hardcopy – apply to Clerk	10p per sheet

Bus shelters	Hardcopy – apply to Clerk	10p per sheet
Public conveniences	Hardcopy – apply to Clerk	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy – apply to Clerk	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	How the information can be obtained	Cost
Council Newsletter	Website Hardcopy delivered to each home Hardcopy apply to Clerk	Free Free Free
Cemetery regulations	Website Hardcopy apply to Clerk	Free Free

Contact details:

**The Clerk to Winchcombe Town Council, Council Office, Abbey Fields Community Centre, Back Lane,
Winchcombe, Gloucestershire, GL54 5QH**

Tel: 01242 604087

Fax: 01242 604087

E-mail: clerk@winchcombetowncouncil.co.uk

Office hours: Monday, Tuesday, Wednesday, Friday 09:00 – 12:00 hrs

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

* The actual cost incurred by the public authority