

Wincanton Town Council

Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Wincanton Town Council Website: http://www.wincantontowncouncil.co.uk/town-councils-role.html	Free
Who's who on the Council and its Committees	Website: http://www.wincantontowncouncil.co.uk/town-councillors.html http://www.wincantontowncouncil.co.uk/council-committees-and-appointments.html	Free
Contact details for Town Clerk	Sam Atherton, Town Clerk Wincanton Town Council, Town Hall, Market Place, Wincanton, Somerset BA9 9LD. 01963 31693 wincantontownclerk@hotmail.co.uk Website http://www.wincantontowncouncil.co.uk/town-council-office.html	Free
Location of main Council office and accessibility details	Wincanton Town Council, Town Hall, Market Place, Wincanton, Somerset BA9 9LD 01963 31693 Website http://www.wincantontowncouncil.co.uk/town-council-office.html	Free
Staffing structure	Sam Atherton, Town Clerk Muriel Cairns, Deputy Town Clerk Website http://www.wincantontowncouncil.co.uk/town-council-office.html	Free
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)	Accounts available at Town Hall Current Year - All Accounts for Payment: Website http://www.wincantontowncouncil.co.uk/cheque-list-2020/2021.html	Free

Wincanton Town Council

Information available under the model publication scheme

Annual return form and report by auditor	AGAR published annually, copy put on WTC Noticeboard, also available at Town Hall Website http://www.wincantontowncouncil.co.uk/annual-report.html	Free
Finalised budget	Available at Town Hall	
Precept	Available at Town Hall Published by South Somerset District Council	
Borrowing Approval letter	Not currently applicable	
Financial Standing Orders and Regulations	Available at Town Hall Website http://www.wincantontowncouncil.co.uk/council-legislation.html	Free
Grants given and received	Available at Town Hall	
List of current contracts awarded and value of contract	Available at Town Hall	
Members' allowances and expenses	Available at Town Hall	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website Roles and Responsibilities http://www.wincantontowncouncil.co.uk/town-councils-role.html Internal Audit Reports – Available at Town Hall Annual Playground Inspections – Available at Town Hall	Free
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available at Town Hall Website http://www.wincantontowncouncil.co.uk/annual-report.html	Free

Wincanton Town Council

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Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	Agenda and Minutes – Available at Town Hall Website http://www.wincantontowncouncil.co.uk/minutes-and-agenda-2016/2017.html	Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available at Town Hall Website http://www.wincantontowncouncil.co.uk/council-meeting-dates-2015.html	Free
Agendas of meetings (as above)	Available at Town Hall Website http://www.wincantontowncouncil.co.uk/minutes-and-agenda-2016/2017.html	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available at Town Hall Website http://www.wincantontowncouncil.co.uk/minutes-and-agenda-2016/2017.html	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available at Town hall	
Responses to consultation papers	Available at Town Hall	
Responses to planning applications	Website http://www.wincantontowncouncil.co.uk/minutes-and-agenda-2016/2017.html	Free

Wincanton Town Council

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Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Code of Conduct Financial Regulations Standing Orders Available at Town Hall Website http://www.wincantontowncouncil.co.uk/council-legislation.html	Free
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 policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Available at Town Hall	
Information security policy		

Wincanton Town Council

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Records management policies (records retention, destruction and archive)	Available at Town Hall Website http://www.wincantontowncouncil.co.uk/freedom-of-information.html	Free
Data protection policies	Available at Town Hall Website http://www.wincantontowncouncil.co.uk/freedom-of-information.html	Free
Schedule of charges (for the publication of information)	Available at Town Hall Website http://www.wincantontowncouncil.co.uk/freedom-of-information.html	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Available at Town hall	
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)		
Register of members' interests	Available at Town Hall Maintained by South Somerset District Council	
Register of gifts and hospitality		

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<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Website http://www.wincantontowncouncil.co.uk/town-councils-role.html</p>	<p>Free</p>
<p>Allotments – Moor Lane</p>	<p>Available at Town Hall</p> <p>Website http://www.wincantontowncouncil.co.uk/town-councils-role.html</p>	<p>Free</p>
<p>Burial grounds and closed churchyards</p>	<p>Available at Town Hall</p> <p>Website http://www.wincantontowncouncil.co.uk/town-councils-role.html</p>	<p>Free</p>
<p>Community centres and village halls – Cale Park (David Sharp Centre)</p>	<p>Available at Town Hall</p> <p>Website http://www.wincantontowncouncil.co.uk/town-councils-role.html</p>	<p>Free</p>
<p>Parks, playing fields and recreational facilities – Penn View, Cale Park, Skate Park, MUGA</p>	<p>Available at Town Hall</p> <p>Website http://www.wincantontowncouncil.co.uk/town-councils-role.html</p>	<p>Free</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Available at Town Hall</p>	
<p>Bus shelters</p>		
<p>Markets</p>		

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Public conveniences – situated at Churchfield	Available at Town Hall Website http://www.wincantontowncouncil.co.uk/town-councils-role.html	Free
Agency agreements	Available at Town Hall	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees, allotment fees)	Available at Town Hall Website http://www.wincantontowncouncil.co.uk/town-councils-role.html	Free
Additional Information Not currently applicable		

Contact details:

Town Clerk, Town Hall, Market Place, Wincanton, Somerset BA9 9LD

Telephone: 01963 31693

E-mail: wincantontownclerk@hotmail.co.uk

Website: www.wincantontowncouncil.co.uk

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