

Information available from Wincanton 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 (Organisational information, structures, locations and contacts)</p> <p>This will be current information only – Website – Wincanton Town Council: Welcome to Wincanton Town Council Website Town Council’s Role</p> | <p>Website</p> <p>Hard copy – Town Hall</p> | <p>Free</p> <p>10p/sheet</p> |
| <p>Who’s who on the Council and its Committees – Website – Wincanton Town Council: Contacts</p> | <p>Website</p> <p>Hard copy – Town Hall</p> | <p>Free</p> <p>10p/sheet</p> |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) – Website - Wincanton Town Council: Contacts</p> | <p>Website</p> <p>Hard copy – Town Hall</p> | <p>Free</p> <p>10p/sheet</p> |
| <p>Location of main Council office and accessibility details – Website – Wincanton Town Council: Contacts</p> | <p>Website</p> | <p>Free</p> |
| <p>Staffing structure – Website – Wincanton Town Council: Contacts</p> | <p>Website</p> <p>Hard copy – Town Hall</p> | <p>Free</p> <p>10p/sheet</p> |

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| <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 as a minimum</p> | <p>Website (some)</p> <p>Hard copy – Town Hall</p> | <p>Free</p> <p>10p/sheet</p> |
| <p>Annual return form and report by auditor</p> | <p>Hard copy – Town Hall</p> | <p>10p/sheet</p> |
| <p>Finalised budget</p> | <p>Hard copy – Town Hall</p> | <p>10p/sheet</p> |
| <p>Precept – Website – Wincanton Town Council: Welcome to Wincanton Town Council Website</p> | <p>Website</p> <p>Hard copy – Town Hall</p> | <p>Free</p> <p>10p/sheet</p> |
| <p>Borrowing Approval letter</p> | <p>Not currently applicable</p> | |
| <p>Financial Standing Orders and Regulations – Website – Wincanton Town Council: Council Legislation</p> | <p>Website</p> <p>Hard copy – Town Hall</p> | <p>Free</p> <p>10p/sheet</p> |
| <p>Grants given and received – Website – Wincanton Town Council: Annual Report</p> | <p>Website</p> <p>Hard copy – Town Hall</p> | <p>Free</p> <p>10p/sheet</p> |
| <p>List of current contracts awarded and value of contract</p> | <p>Hard copy – Town Hall</p> | <p>10p/sheet</p> |
| <p>Members' allowances and expenses</p> | <p>Hard copy – Town Hall</p> | <p>10p/sheet</p> |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (current and previous year as a minimum) – Website – MCTi – Wincanton People’s Plan | Website Hard copy – Town Hall | Free Free |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum): Website – Wincanton Town Council: Annual Report | Website Journal Magazine Town Hall | Free Free Free |
| Quality status: Website – Wincanton Town Council: Welcome to Wincanton Town Council Website | Website Hard copy – Town Hall | Free Free |
| Local charters drawn up in accordance with DCLG guidelines | Not currently applicable | |

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| <p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p> | | |
| <p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) – Website – Wincanton Town Council: Council Meeting Dates</p> | <p>Website Hard copy – Town Hall</p> | <p>Free Free</p> |
| <p>Agendas of meetings (as above) - Website – Wincanton Town Council: Council Agenda</p> | <p>Website Hard copy – Town Hall</p> | <p>Free 10p/sheet</p> |
| <p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. – Website - Wincanton Town Council: Council Minutes</p> | <p>Website Hard copy – Town Hall</p> | <p>Free 10p/sheet</p> |
| <p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p> | <p>Hard copy – Town hall</p> | <p>10p/sheet</p> |
| <p>Responses to consultation papers</p> | <p>Hard copy – Town Hall</p> | <p>10p/sheet</p> |
| <p>Responses to planning applications</p> | <p>Hard copy – Town Hall</p> | <p>10p/sheet</p> |
| <p>Bye-laws</p> | <p>Hard copy – Town hall</p> | <p>10p/sheet</p> |

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| <p>Class 5 – Our policies and procedures (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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Website – Wincanton Town Council: Council Legislation</p> | <p>Website Hard copy – Town Hall</p> | <p>Free 10p/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 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)</p> | <p>Hard copy – Town Hall</p> | <p>10p/sheet</p> |
| <p>Information security policy</p> | <p>Hard copy – Town Hall</p> | <p>10p/sheet</p> |
| <p>Records management policies (records retention, destruction and archive)</p> | <p>Hard copy – Town Hall</p> | <p>10p/sheet</p> |
| <p>Data protection policies</p> | <p>Hard copy – Town Hall</p> | <p>10p/sheet</p> |
| <p>Schedule of charges (for the publication of information) Website – Wincanton Town Council: Freedom of Information</p> | <p>Website Hard copy – Town Hall</p> | <p>Free 10p/sheet</p> |

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| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | | |
| Any publicly available register or list | Hard copy – Town hall | 10p/sheet |
| Assets Register | Hard copy – Town hall | 10p/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) | | |
| Register of members' interests | South Somerset District Council | |
| Register of gifts and hospitality | Not currently applicable | |

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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> | | |
| Allotments – Website – Wincanton Town Council: Town Council’s Role | Website Hard copy – Town Hall | Free 10p/sheet |
| Burial grounds and closed churchyards – Website – Wincanton Town Council: Town Council’s Role | Website Hard copy – Town Hall | Free 10p/sheet |
| Community centres and village halls – Website – Wincanton Town Council: Town Council’s Role | Website Hard copy – Town Hall | Free 10p/sheet |
| Parks, playing fields and recreational facilities – Website – Wincanton Town Council – Town Council’s Role | Website Hard copy – Town Hall | Free 10p/sheet |
| Seating, litter bins, clocks, memorials and lighting | Hard copy – Town Hall | 10p/sheet |
| Bus shelters | Hard copy – Town Hall | 10p/sheet |
| Markets | Not currently applicable | |

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| <p>Class 7 – The services we offer – Continued (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | | |
| <p>Public conveniences – Website – Wincanton Town Council: Town Council's Role</p> | <p>Web site</p> <p>Hard copy – Town Hall</p> | <p>Free</p> <p>10p/sheet</p> |
| <p>Agency agreements</p> | | |
| <p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) – Website – Wincanton Town Council: Town Council's Role</p> | <p>Website</p> <p>Hard Copy – Town Hall</p> | <p>Free</p> <p>10p/sheet</p> |
| <p>Additional Information Not currently applicable</p> | | |
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Contact details:

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

Telephone: 01963 31693

Fax: 01963 31693

E-mail: wincantontownclerk@hotmail.co.uk

Website: www.wincantontowncouncil.co.uk

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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