

Information available from Shalfleet...(IOW)..... 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Newsletter & website	free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Newsletter & website	free
Location of main Council office and accessibility details	Newsletter & website	free
Staffing structure	Newsletter & website	free
<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>	(hard copy and/or website)	
Annual return form and report by auditor	By application to Clerk	50p
Finalised budget	By application to Clerk	50p
Precept	From minutes (website)	Free
Borrowing Approval letter	No borrowing programme	
Financial Standing Orders and Regulations	By application to Clerk	50p
Grants given and received	By application to Clerk	50p
List of current contracts awarded and value of contract	By application to Clerk	50p
Members' allowances and expenses	None taken.	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy)	
Parish Plan (current and previous year as a minimum)	Not applicable	-
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From newsletter or website	free
Quality status	By application.	50p
Local charters drawn up in accordance with DCLG guidelines	From IWC	-
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) All minutes on website	free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and <i>Village News</i>	free
Agendas of meetings (as above)	website	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website (all part 2 items are published)	free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	free
Responses to consultation papers	Usually oral at meetings	-
Responses to planning applications	Website	free
Bye-laws	None from SPC	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website) Mainly hard copies by application	50p
Policies and procedures for the conduct of council business:	By contact with Clerk	As applicab

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	By application to Clerk In standing Orders By application to Clerk		1 Postage costs only
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)		By application to The Clerk	Postage costs only
Information security policy			
Records management policies (records retention, destruction and archive)			
Data protection policies			
Schedule of charges (for the publication of information)			
Class 6 – Lists and Registers			
Currently maintained lists and registers only		(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)			
Assets Register		By application to Clerk	10p plus postage
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)		Not held	
Register of members' interests		By application to IWC Monitoring Officer.	
Register of gifts and hospitality		Ditto	
Class 7 – The services we offer		(hard copy or website; some information may	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	only be available by inspection)	
Allotments	None	
Burial grounds and closed churchyards		
Community centres and village halls	None at present	
Parks, playing fields and recreational facilities	See website & newsletters	
Seating, litter bins, clocks, memorials and lighting	Some	
Bus shelters		
Markets	None	
Public conveniences	None	
Agency agreements	Some grass cutting (Wellow)	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Shalfleet Parish Council
Well Place,
Main Road
Newbridge
Isle of Wight
PO41 0TR

Telephone No 01983-531464
Email : whitneyparishcouncil@tiscali.co.uk

Website: www.shalfleetiw.org.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 @ 5..p per sheet (black & white)	Actual cost * 5p
	Photocopying @ ..p per sheet (colour)not applic	Actual cost
		All at cost.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	No statutory Fees levied.	In accordance with the relevant legislation (quote the actual statute)
		All postage at prevailing rate
Other		

* the actual cost incurred by the public authority



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