



## Winsley Parish Council – Publication Scheme

The Freedom of Information Act 2000 (FOI) provides public access to information held by public authorities. It does this in two ways:

- Obliges public authorities to publish certain information about their activities.
- Entitles members of the public to request information from public authorities.

Hence, as well as responding to requests for information, Winsley Parish Council publishes information proactively. The FOI requires every public authority to have a publication scheme and to publish information covered by the scheme.

The Winsley Parish Council Publication Scheme sets out the Council's commitment to making certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

Under this publication scheme there are seven types (classes) of information that the Council publishes. The seven classes of information are broad and cover all the formal types of information the Council holds, such as information about the structure of the Council, minutes of meetings, contracts, reports, plans and policies. The classes of information are:

- Class 1 - Who we are and what we do.
- Class 2 – What we spend and how we spend it.
- Class 3 – What our priorities are and how we are doing.
- Class 4 – How we make decisions.
- Class 5 – Our policies and procedures.
- Class 6 – Lists and Registers.
- Class 7 – The services we offer.

The Winsley Parish Council Publication Scheme is presented at Table 1 below.

The Parish Council endeavours to make available as much information as possible through the Winsley Community website. If there is a requirement for information that is not published on the Community website for whatever reason, such as a record is only available in hard-copy, there will be a charge for provision of that information. If you cannot find the information that you want on the Community website, you should contact the Parish Clerk by either email or telephone (see below). They will endeavour to respond to an initial request for information within 72 hrs (note the Parish Clerk is a part-time employee and, therefore, only works restricted hours). A Schedule of Charges for provision of information that is not available via the Community website is at Table 2.

Contact details:

Mrs Selina Jobson, Parish Clerk, Winsley Parish Council  
51 Tynning Road, Winsley, Wiltshire BA15 2JN  
Tel: 01225 865529  
Mobile: 07841 024739  
Email: [winsleypc@gmail.co.uk](mailto:winsleypc@gmail.co.uk)

**Table 1 - Winsley Parish Council Publication Scheme**

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts <i>This will be current information only. Councils should already be publishing as much information as possible about how they can be contacted.</i>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members <i>(named contacts where possible with telephone number and email address)</i>	Website	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	Website	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 <i>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Electronic or hard copy	Free (electronic) or 10p per sheet
Finalised budget	Electronic or hard copy	Free (electronic) or 10p per sheet
Precept	Electronic or hard copy	Free (electronic) or 10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Details, if any, from the Clerk	Free (electronic) or 10p per sheet
List of current contracts awarded and value of contract	Details, if any, from the Clerk	Free (electronic) or 10p per sheet



Information to be published	How the information can be obtained	Cost
Members' allowances and expenses	Details, if any, from the Clerk	Free (electronic) or 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (current) Electronic or hard copy (previous)	Free (electronic) or 10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website (next meeting) Electronic or hard copy (previous)	Free Free (electronic) or 10p per sheet
Minutes of meetings (as above) NB: this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings NB: this will exclude information that is properly regarded as private to the meeting.	Electronic or hard copy	Free (electronic) or 10p per sheet
Responses to consultation papers	Electronic or hard copy	Free (electronic) or 10p per sheet



Information to be published	How the information can be obtained	Cost
Responses to planning applications	Website (Wiltshire Council)	Free
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities <i>Current information only</i>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website N/A N/A Website N/A	Free   Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	N/A N/A N/A N/A Website Website	Free Free
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	See Table 2 below	



Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Details, if any, from the Clerk	Free (electronic) or 10p per sheet
Assets Register	Website	
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)	N/A	
Register of members' interests	Website (Wiltshire Council)	
Register of gifts and hospitality	Details, if any, from the Clerk	10p per sheet
<b>Class 7 – The services we offer</b> Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Website	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for the which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	



**Table 2- SCHEDULE OF CHARGES**

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 60p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£25.00 (current limit £450.00 based on 18 hours @£25.00 per hour)	In accordance with the relevant legislation