

## Information available from West End Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Hardcopy	Free 10p per sheet
Contact details for Parish Clerk and council members	Website Hardcopy	Free 10p per sheet
Location of main council office and accessibility details	Website Hardcopy	Free 10p per sheet
Staffing structure	Hardcopy	10p per sheet
<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)		
Full accounts and audit report	Website Hardcopy	Free 10p per sheet
Finalised budget	Hardcopy	10p per sheet
Precept	Hardcopy	10p per sheet
Financial Standing Orders and Regulations	Hardcopy	10p per sheet
Grants given and received	Hardcopy	10p per sheet
List of current contracts awarded and value of contract	Hardcopy	10p per sheet
Members' allowances and expenses	Hardcopy	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)		
Business Plan/Vision Document	Hardcopy	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hardcopy	Free 10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hardcopy	Free 10p per sheet
Agendas of meetings (as above)	Website Hardcopy	Free 10p per sheet
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting.</i>	Website Hardcopy	Free 10p per sheet
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting.</i>	Hardcopy	10p per sheet
Responses to consultation papers	Hardcopy	10p per sheet
Responses to planning applications	Website	Free
Bye-laws	Hardcopy	10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hardcopy	10p per sheet

<u>Policies and procedures for the provision of services and about the employment of staff:</u> Equal Opportunities Statement 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)	Hardcopy	10p per sheet
Records management policies (records retention, destruction and archive)	Hardcopy	10p per sheet
Schedule of charges (for the publication of information)	Hardcopy	10p per sheet
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers )		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection only	
Assets Register	Hardcopy	10p per sheet
Register of members’ interests	Website Hardcopy	Free 10p per sheet
Register of gifts and hospitality	Hardcopy	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website Hardcopy	Free 10p per sheet
Parks, playing fields and recreational facilities	Website Hardcopy	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Website Hardcopy	Free 10p per sheet
Bus shelters	N/A	

Newsletter	Website Hardcopy	Free 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	10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

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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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Reviewed November 2017