

Information available from Wentworth Parish Council under the model publication scheme - 01/01/2009

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Organisational information, structures, locations and contacts		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	None	N/A
Staffing structure	None	N/A
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		
Annual return form and report by auditor	On request	Free
Finalised budget	On request	Free
Precept	On request	Free
Borrowing Approval letter	None	N/A
Financial Standing Orders and Regulations	On request	Free
Grants given and received	None	N/A
List of current contracts awarded and value of contract	None	N/A
Members' allowances and expenses	None	N/A
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	On request	Free
Annual Report to Parish Meeting	On request	Free
Quality status	We do not hold quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions		
Timetable of meetings	Website	Free
Agendas of meetings	Notice boards/Website	Free
Minutes of meetings	Website	Free
Reports presented to council meetings	On request	Free
Responses to consultation papers	On request	Free
Responses to planning applications	On request	Free
Bye-laws	None	N/A
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		
Procedural standing orders	N/A	N/A

Committee and sub-committee terms of reference	N/A	N/A
Delegated authority in respect of officers	N/A	N/A
Code of Conduct	On request	Free
Policy statements		
Policies and procedures for the provision of services and about the employment of staff:	None	N/A
Internal policies relating to the delivery of services	None	N/A
Equality and diversity policy	None	N/A
Health and safety policy	None	N/A
Recruitment policies (including current vacancies)	None	N/A
Policies and procedures for handling requests for information	None	N/A
Complaints procedures (including those covering requests for information and operating the publication scheme)	None	N/A
Information security policy	None	N/A
Records management policies (records retention, destruction and archive)	None	N/A
Data protection policies	None	N/A
Schedule of charges for the publication of information	Free	N/A
Class 6 – 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)	None	N/A
Assets Register	None	N/A
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)	None	N/A
Register of members' interests	On request	Free
Register of gifts and hospitality	None	N/A
Class 7 – The services we offer		
Allotments	None	N/A
Community Centre	website	Free
Parks, playing fields and recreational facilities	website	Free
Seating, litter bins, clocks, memorials and lighting	None	N/A
Public conveniences	None	N/A

End of Publication Scheme.