

**Whitwick Parish Council - Freedom of Information  
Information available under the Model Publication Scheme**



<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>	(Hard copy and/or website)	
Who's who on the Council and its Committees	Website – for hard copy contact Parish Manager	Free
Contact details for Parish Manager and Council members (named contacts where possible with telephone number and email address (if used))	Website – for hard copy contact Parish Manager	Free
Location of main Council office and accessibility details	Website	
Staffing structure	Website – for hard copy contact Parish Manager	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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	For hard copy contact Parish Manager	£1.00
Finalised budget	Website Hard copy from Parish Manager	Free 10p per sheet
Precept	Website Hard copy from Parish Manager	Free 10p per sheet
Borrowing Approval letter	Not applicable	

Information to be published	How the information can be obtained	Cost
Financial Standing Orders and Regulations	Website Hard copy from Parish Manager	Free 10p per sheet
Grants given and received	Council minutes Website Hard copy from Parish Manager	Free 10p per sheet
List of current contracts awarded and value of contract	Council minutes Website Hard copy from Parish Manager	Free 10p per sheet
Members' allowances and expenses	Council minutes Website Hard copy from Parish Manager	Free 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)	(hard copy or website)	
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)	Website Hard copy from Parish Manager	Free 10p per sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Information to be published	How the information can be obtained	Cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy from Parish Manager	Free 10p per sheet
Agendas of meetings (as above)	Website Hard copy from Parish Manager	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Parish Manager	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Parish Manager	Free 10p per sheet
Responses to consultation papers	Website Hard copy from Parish Manager	Free 10p per sheet
Responses to planning applications	Website Hard copy from Parish Manager	Free 10p per sheet
Bye-laws	Under review	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	

Information to be published	How the information can be obtained	Cost
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 Hard copy from Parish Manager	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equal Opportunities 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)	Website Hard copy from Parish Manager	Free 10p per sheet
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	Under review	
Schedule of charges (for the publication of information)	Website Hard copy from Parish Manager	Free 10p per sheet
<b>Class 6 – Lists and Registers</b>		
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)	Not applicable	
Assets Register	Website Hard copy from Parish Manager	Free 10p per sheet

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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 applicable	
Register of members' interests	Website Hard copy from Parish Manager	Free 10p per sheet
Register of gifts and hospitality	Hard copy from Parish Manager	10p per sheet
<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)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	Free
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>None</b>		

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Printing @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other – supply of information not listed in the publication scheme</b>	£17.50 per hour for responding to requests for information not listed in the Council's Publication Scheme (Minimum charge: £17.50)	Actual cost of salaries

\* the actual cost incurred by the public authority

**Contact details:**

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