

Information available from Warminster Town 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>		
Who's who on the Council and its Committees	Hard Copy/Web	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy/Web	Free
Location of main Council office and accessibility details	Hard Copy/Web	Free
Staffing structure	Hard Copy	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>		
Annual return form and report by auditor	Hard Copy	Free

Finalised budget	Hard Copy	Free
Precept	Hard Copy	Free
Borrowing Approval letter	Hard Copy	Free
Financial Standing Orders and Regulations	Hard Copy/Web	Free
Grants given and received	Hard Copy/Web	Free
List of current contracts awarded and value of contract	Hard Copy	Free
Members' allowances and expenses	Hard Copy	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard Copy Reference copies in Library & Information Centre	10p per sheet Black & White 20p Colour
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy/Web	Free
Quality status	Hard Copy/Web	Free
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
	Hard Copy	Free

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy/Web	Free
Agendas of meetings (as above)	Hard Copy/Web	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy/Web	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free
Responses to consultation papers	Hard Copy/Email	Free
Responses to planning applications	Hard Copy/Email/Web	Free
Bye-laws	None Held	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy/Web	Free
Policies and procedures for the conduct of council business:	Hard Copy	Free
Procedural standing orders	Hard Copy	Free
Committee and sub-committee terms of reference	Hard Copy/Web	Free
Delegated authority in respect of officers	Hard Copy	Free
Code of Conduct	Hard Copy	Free
Policy statements	Hard Copy	Free
Policies and procedures for the provision of services and about the employment	Hard Copy	Free

of staff:		
Internal policies relating to the delivery of services	Hard Copy/Web	Free
Equality and diversity policy	Hard Copy/Web	Free
Health and safety policy	Hard Copy/Web	Free
Recruitment policies (including current vacancies)	Hard Copy	Free
Policies and procedures for handling requests for information	Hard Copy/Web	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy/Web	Free
Information security policy	Hard Copy	Free
Records management policies (records retention, destruction and archive)	Hard Copy	Free
Data protection policies	Hard Copy	Free
Schedule of charges)for the publication of information)	Hard Copy/Web	Free
Class 6 – Lists and Registers		
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)	Inspection Only at Dewey House	Free
Assets Register	Hard Copy	Free
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)	Hard Copy	Free
Register of members' interests	Held at WWDC	Free
Register of gifts and hospitality	Hard Copy	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and		

newsletters produced for the public and businesses) Current information only		
Allotments	Not Managed by Town Council	
Burial grounds and closed churchyards	Hard Copy	Free
Community centres and village halls	Hard Copy	Free
Parks, playing fields and recreational facilities	None Held by Town Council	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	Free
Bus shelters	Hard Copy	Free
Markets	None owned by Town Council.	
Public conveniences	None Managed by Town Council	
Agency agreements	None Held by Town Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Town Council	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

**Contact details: Warminster Town Council, Dewey House, North Row, Warminster, Wilts. BA12 9AD
 Telephone: -01985 214847, Fax 01985 214854, Email: admin@warminster-tc.gov.uk
 Town Clerk: Heather Abernethie**

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) Where quoted	Actual cost *
	Photocopying @ 20p per sheet (colour) Where quoted	Actual cost
	Postage dependant on weight	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Additional unforeseen costs of reproducing information which can be discussed on request.	

* the actual cost incurred by the public authority
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