



## INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>Who sits on the Council and its Committees            Contact details regarding Members and Parish Clerk            Location of Parish Council office and availability</p>	<p>(a) Parish Council Website            (b) Hard copy – Clerk            (c) Noticeboard</p>	<p>(a) None            (b) 10p per sheet            (c) None</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Annual return form and report by auditor            Finalised budget            Precept            Financial reports            Members’ allowances and expenses</p>	<p>(a) Parish Council Website            (b) Hard copy - Clerk</p>	<p>(a) None            (b) 10p per sheet</p>
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Annual Report (Annual General Meeting) – Minutes of AGM</p>	<p>(a) Parish Council Website            (b) Hard copy - Clerk</p>	<p>(a) None            (b) 10p per sheet</p>

<p><b>Class 5 – Our policies and procedures</b></p> <p>Procedural Standing Orders  Financial Regulations  Risk Management Register  Code of Conduct  Complaints Policy  Equal Opportunities Policy  Health and Safety Policy</p>	<p>(a) Parish Council Website  (b) Hard copy – Clerk</p>	<p>(a) None  (b) 10p per sheet</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Assets Register  Disclosure Log  Register of members’ interests</p>	<p>(a) Parish Council Website  (b) Hard copy – Clerk</p>	<p>(a) None  (b) 10p per sheet</p>
<p><b>Class 7 – The services we offer</b></p> <p>Whalley, Wiswell and Barrow Cemetery (overseen by Whalley, Wiswell and Barrow Joint Burial Committee)  Coronation Garden  Seating, litter bins, memorial and green area(s)  Newsletters  Parish Council Website</p>	<p>(a) Parish Council Website  (b) Hard Copy - Clerk</p>	<p>(a) None  (b) 10p per sheet</p>

**Contact details:**

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### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black and white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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*(Source – Information Commissioner’s Office Parish/Community Council template guide to information Version 2 - 20140612)  
 (This document was adopted by Wiswell Parish Council at its Parish Council Meeting 10 September 2018)*