



For Information

Information available under the Model Publication Scheme

Adopted: 07/03/2023

Chairman: Cllr. S Houghton

Minute Ref.: 230307/9

*Administered by Clerk and Responsible Financial Officer to
Wiswell Parish Council*

Model Publication Scheme

1. Introduction.

As well as responding to requests for information, a Parish Council must publish information proactively. The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner’s Office (ICO), and to publish information covered by the scheme. The scheme must set out a Parish’s commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

To help Parish’s Council’s carry out this obligation the ICO has developed a model publication scheme which Wiswell Parish Council has adopted.

2. Current information available from Wiswell Parish Council under the Freedom of Information Act Model Publication Scheme

The table below covers the information the Parish Council currently hold. If we do not hold some of the information listed below, we will mark it as ‘not held’. It should be noted that Parish Councils should already publish as much information as possible about how they can be contacted.

3. Classes of Information to be routinely made available.

Class		Information to be made available
1	Who we are and what we do.	Organisational information, structures, locations, and contacts.
2	What we spend and how we spend.	Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit (current and previous financial years).
3	What our priorities are and how we are doing.	Annual Report, minutes of Annual General Meeting. Strategies and plans, performance indicators, audits, inspections, and reviews.
4	How we make decisions.	Decision making processes and records of decisions. Current and previous Council years as a minimum.
5	Our policies and procedures.	Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only
6	Lists and Registers	Currently maintained lists and registers only.
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.

4. Information made available by Wiswell Parish Council

Required to be published	How it can be obtained
Class 1: Who we are and what we do.	
Who sits on the Council and its Committees.	Website, noticeboard, and Newsletter
Contact details regarding Members and Parish Clerk.	
Location of Parish Council office.	Website.
Class 2 – What we spend and how we spend.	
Annual return form (AGAR) and report by auditor including end of year accounts, annual governance statement and internal audit report.	Website, agendas and hardcopy.
Finalised budget.	
Precept.	
Financial Standing Orders and Regulations.	
Grants given and received.	
Members' expenses.	
Council income and expenditure.	
Class 3: What our priorities are and how we are doing.	
Parish Action Plan	Website, agendas and hardcopy.
Annual Report to Parish Meeting (AGM)	
Class 4: How we make decisions.	
Agendas of meetings.	Noticeboard, website and hardcopy.
Timetable of meetings.	
Minutes of meetings. <i>Draft minutes will be replaced by approved minutes.</i>	Website, agendas and hardcopy.
Reports presented to council meetings, excluding items properly regarded as private to the meeting.	
Responses to consultation papers.	
Responses to planning applications.	
Class 5: Our Policies and Procedures.	
Policies and procedures for the conduct of Council business:	
Standing Orders	Website, agendas and hardcopy.
Financial Regulations	
Risk Management Policy and Register	
Code of Conduct	
Policies and procedures related to the Council:	
Equal Opportunities Policy	Website, agendas and hardcopy.
Complaints Policy	

Required to be published	How it can be obtained
Class 5: Our Policies and Procedures cont....	
Policies and procedures for the conduct of Council business:	
Certificate of Employers Liability Insurance	Noticeboard, website and hardcopy.
Certificate of Public and Products Liability Insurance	
Policies related to data protection and GDPR	
General Privacy Policy	Website, agendas and hardcopy.
Class 6: List of Registers.	
Asset Register	Website, agendas and hardcopy.
Register of Members' interests	On RVBC website.
Class 7: The services we offer.	
Whalley, Wiswell and Barrow Cemetery, overseen by the Whalley, Wiswell and Barrow Joint Burial Committee.	Website, agendas and hardcopy.
Coronation Garden, flags and flagpole, noticeboard and defibrillator.	Agendas and minutes.
Benches, planters, plaque, red phone box, boundary stones.	Agendas and hardcopy.
Newsletters	Website and hardcopy.
Website	Website address: Noticeboard, newsletter and email.

5. SCHEDULE OF CHARGES

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

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 12p per sheet	Cost incurred by the Council
Postage		Cost of 2 nd class Royal Mail

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