



Information available from Winterton on Sea Parish Council under the model publication scheme

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. Winterton on Sea Parish Council has adopted the model publication scheme issued by the ICO. Under the Act and the Environmental Information Regulations 2004, you have the right to request information held by the council. The scheme below tells you what information the council has, where it can be found, who to contact and whether it is available free of charge. This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do This will be current information only.		
Who's who on the Council and its Committees	Hard Copy	10p / sheet
	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy	10p / sheet
	Website	Free
Location of main Council office and accessibility details	website	Free

Staffing structure	N/A	N/A
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy	10p / sheet
	Website	Free
Finalised budget	Hard Copy	10p / sheet
	Website	Free
Precept	Hard Copy	10p / sheet
	Website	Free
Financial Standing Orders and Regulations	Hard Copy	10p / sheet
	Website	Free
Grants given and received	website	free
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish	Hard Copy	10p / sheet
	Website	Free
Class 4 – How we make decisions		
Timetable of meetings	Hard Copy	10p / sheet
	Website	Free
Agendas of meetings	Hard Copy	10p / sheet
	Website	Free
Minutes of meetings	Hard Copy	10p / sheet
	Website	Free

Reports presented to council meetings	Hard Copy	10p / sheet
	Website	Free
Responses to consultation papers	Hard Copy	10p/sheet
Responses to planning applications	Planning Authority Website	10p/sheet
Class 5 – Our policies and procedures Current information only		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy	10p / sheet
	Website	Free
Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures	Hard Copy	10p / sheet
	Website	Free
Information security policy	Hard Copy	10p / sheet
	Website	Free
Records management policies	Hard Copy	10p / sheet
	Website	Free
Data protection policies	Hard Copy	10p / sheet
	Website	Free
Schedule of charges	Hard Copy	10p / sheet
	Website	Free

Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets register	Hard Copy	10p / sheet
	E-mail	Free
Register of members' interests	District Council Website	free
Register of gifts and hospitality	Hard Copy	10p/sheet
Class 7 – The services we offer Current information only		
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p/sheet
Bus shelters	Hard Copy	10p/sheet

Contact details:

Clerk | Jolene Towne

Village Hall

King Street

Winterton On Sea

Norfolk

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07918978921

SCHEDULE OF CHARGES:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class