

Information available from West Wycombe Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Notice Boards Website Hard Copy	Free Free 20p per single A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice Boards Website Hard Copy	Free Free 20p per single A4 sheet
Location of main Council office and accessibility details	Notice Boards Website Hard Copy	Free Free P per single A4 sheet
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). Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy	Free £3
Finalised budget	Website Hardcopy	Free 20p per single A4 sheet
Precept	Website Hard copy	Free 20p per single A4 sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 20p per single A4 sheet
Grants given and received	Annual Accounts - website Annual Accounts - Hard Copy	Free 20p per single A4 sheet

List of current contracts awarded and value of contract	On request	20p per single A4 sheet
Members' allowances and expenses	Annual Accounts – website Annual Accounts – hard copy	Free 20p per single A4 sheet
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)	Website Hard copy	Free 20p per single A4 sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 20p per single A4 sheet
Quality status	Website Hard Copy	Free 20p per single A4 sheet
Class 4 – How we make decisions (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)	Notice Boards Website Hard Copy	Free Free 20p per single A4 sheet
Agendas of meetings (as above)	Notice Boards Website Hard Copy	Free Free 20p per single A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 20p per single A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	20p per single A4 sheet
Responses to consultation papers	Minutes – Website Minutes – Hard Copy	Free 20p per single A4 sheet
Responses to planning applications	Minutes – Website Minutes – Hard Copy	Free 20p per single A4 sheet
Class 5 – Our policies and procedures	(hard copy or website)	

(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct	Website Hard Copy	
Data protection policies	Website	
Schedule of charges)for the publication of information)	Website	
Class 6 – Lists and Registers 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)	On application to the Clerk	
Assets Register	Hard Copy	
Register of members' interests	Hard Copy	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Currently being created	
Burial grounds and closed churchyards	Website Hard Copy	Free On application
Community centres and village halls	Contact West Wycombe Community Association	
Parks, playing fields and recreational facilities	Currently being created	

Seating, litter bins, clocks, memorials and lighting	On application	
Bus shelters	On application	
Public conveniences	Wycombe District Council	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website See Under Burial Ground	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above The Parish Council has a section in Contact Magazine published monthly	Hard copy delivered to every home	Free to Parish residents

Contact details:

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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white) with a minimum charge of £3.00	Actual cost plus Clerks time
	Postage	Actual cost of Royal Mail standard 2 nd class