

## Information available from Wilton Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	Free
Who's who on the Council and its Committees	(hard copy and/or website)	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website)	Free
Location of main Council office and accessibility details	(hard copy and/or website)	Free
Staffing structure	(hard copy and/or website)	Free
<p><b>Class 2 – What we spend and how we spend it</b> (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>	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

Annual return form and report by auditor	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Finalised budget	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Precept	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Borrowing Approval letter	(hard copy and/or website)	<a href="#">Photocopying @ 0.10p</a> per sheet (black & white)
Financial Standing Orders and Regulations	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Grants given and received	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
List of current contracts awarded and value of contract	(some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Members' allowances and expenses	(some information may only be available by inspection)	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Parish Plan (current)	(hard copy and/or website)	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Quality status	N/A	N/A

Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Agendas of meetings (as above)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as confidential to the meeting.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Reports presented to council meetings - nb this will exclude information that is properly regarded as confidential to the meeting.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Responses to consultation papers	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Responses to planning applications	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Bye-laws	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Information security policy		
Records management policies (records retention, destruction and archive)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Data protection policies	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Schedule of charges (for the publication of information)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Any publicly available register or list	(some information may only be available by inspection)	
Assets Register	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
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)	(some information may only be available by inspection)	
Register of members' interests	(some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Register of gifts and hospitality	(some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
<b>Class 7 – The services we offer</b> (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)	Photocopying @ 0.10p per sheet (black & white)
Parks, playing fields and recreational facilities	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

Seating	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Bus shelters	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Mrs AC Purves**  
**Town Clerk**  
**Wilton Town Council**  
**Council Offices**  
**Kingsbury Square**  
**Wilton**  
**Salisbury**  
**Wilts**  
**SP2 0BA**  
**01722 742093**  
**Wiltontc@waitrose.com**

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 0.10p per sheet (black & white)	Actual cost *
	Photocopying @0.60p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£25.00	In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority