

## Information available from Willingham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Members of the Council	Website Parish Council newsletter Hard copy	Free Free 10p/sheet + postage
Contact details for Parish Clerk and Council members	Website Hard copy	Free 10p/sheet + postage
Location of main Council office and accessibility details	Parish Council noticeboard Parish Council website Parish Council newsletter	Free Free Free
Staffing structure	Parish Council website	Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor (limited to last three years)	Hard copy	10p/sheet + postage
Finalised budget (limited to current year)	Hard copy	10p/sheet + postage
Precept setting for forthcoming financial year	Hard copy	10p/sheet + postage
Precept request (limited to last three financial years)	Hard copy	10p/sheet + postage
Financial Regulations	Website Hard copy	Free 10p/sheet + postage
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (dated 2005)	Hard copy	10p/sheet + postage

Chairman's Report to Annual Parish Meeting (current and previous year)	Website Hard copy	Free 10p/sheet + postage
<b>Class 4 – How we make decisions</b>		
Timetable of Council meetings (limited to current year)	Website Notice board Hard copy	Free Free 10p/sheet + postage
Agenda of Council meetings (limited to forthcoming meeting)	Website Noticeboard Hard copy	Free Free 10p/sheet + postage
Minutes of Council meetings, excluding information that is properly regarded as private to the meeting (limited to last two financial years)	Website Hard copy	Free 10p/sheet + postage
Responses to planning applications	Hard copy	10p/sheet + postage
<b>Class 5 – Our policies and procedures</b>		
Procedural standing orders	Website Hard copy	Free 10p/sheet + postage
Code of Conduct	Website Hard copy	Free 10p/sheet + postage
Job Description for Clerk	Hard copy	10p/sheet + postage
Complaints procedure	Website Hard copy	Free 10p/sheet + postage
Records management policies (records retention, destruction and archive)	Hard copy	10p/sheet + postage
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p/sheet +

		postage
<b>Class 6 – Lists and Registers</b>		
Assets Register	Hard copy	10p/sheet + postage
Register of members' interests	Hard copy	10p/sheet + postage
<b>Class 7 – The services we offer</b>		
Newsletter	Occasional newsletter to all households.	Free
Cemetery policy and burial fees	Website Hard copy	Free 10p/sheet + postage
Seating, bus shelters, litter bins, dog dirt bins, lighting	Hard copy	10p/sheet + postage
<b>Additional Information</b>		
Rental of parish fields	Website Notice board Newsletter	Free Free Free

## Contact details:

**Mrs Lisa Brooks-Sleight, Clerk to the Parish Council**  
**13 The Close, Sturton by Stow, Lincoln, LN1 2AG**  
**01427-788440**  
**willinghambystow.pc@sky.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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

A charge of £10.00 per hour or part thereof will be charged for any searches or work undertaken at the written request of members of the public. All fees are payable in advance.