

# Misterton with Walcote Parish Council

## Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Contact details for Parish Clerk and Council members	Website Hard Copy – contact clerk Parish notice board	Free 10p/sheet Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website Hard Copy – contact clerk	Free 10p/sheet
Finalised budget	Website Hard Copy – contact clerk	Free 10p/sheet
Precept	Website Hard Copy – contact clerk	Free 10p/sheet
Financial Standing Orders and Regulations	Hard Copy – contact clerk	10p/sheet
Grants given and received	Hard Copy – contact clerk	10p/sheet
Members’ allowances and expenses	Hard Copy – contact clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Reports to Parish Meeting (current and previous year)	Website Hard Copy – contact clerk	Free 10p/sheet

## Misterton with Walcote Parish Council

### Class 4 – How we make decisions

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact clerk	Free 10p/sheet
Agendas of meetings	Website Hard Copy – contact clerk Parish Notice board	Free 10p/sheet Free
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact clerk	Free 10p/sheet
Reports presented to council meetings - this will exclude information that is regarded as private to the meeting.	Hard Copy – contact clerk	10p/sheet
Responses to consultation papers (also available in minutes of meetings - see above)	Hard Copy – contact clerk	10p/sheet
Responses to planning applications (also available in minutes of meetings - see above)	Hard Copy – contact clerk	10p/sheet

### Class 5 – Our policies and procedures

Procedural standing orders	Hard Copy – contact clerk	10p/sheet
Code of Conduct	Hard Copy – contact clerk	10p/sheet
Policy on public participation at meetings	Website Hard Copy – contact clerk	Free 10p/sheet
Guidelines for grant applicants	Website Hard Copy – contact clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Website Hard Copy – contact clerk	Free 10p/sheet

# Misterton with Walcote Parish Council

## Class 6 – Lists and Registers Note: Some information may only be available by inspection

Assets Register	Hard Copy – contact clerk	10p/sheet
Register of members' interests	Hard Copy – contact clerk	10p/sheet
Declarations of interests	Hard Copy – contact clerk	10p/sheet

## Class 7 – The services we offer

Allotments	Website	Free
	Hard Copy – contact clerk	10p/sheet
Village hall	Website	Free
	Hard Copy – contact clerk	10p/sheet
Parks, playing fields and recreational facilities	Website	Free
	Hard Copy – contact clerk	10p/sheet
Litter bins, dog waste bins	Website	Free
	Hard Copy – contact clerk	10p/sheet

## Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	@ 10p per A4 sheet (black & white) @ 50p per A4 sheet (colour) Postage	Printing cost Printing cost Actual cost of Royal Mail standard 1st class

### Contact details:

Clerk: Mrs C Walsh

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