

WARNFORD PARISH MEETING (WPM): MODEL PUBLICATION SCHEME

WPM adopts the pro forma model publication issued by the Information Commissioner (version 1.2 20151023).

Information available from WPM under the model publication scheme:

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)

This will be current information only.

Available from Clerk or website

Who's who in WPM

Available from Clerk or website

Contact details for Parish Clerk and Chairman (named contacts where possible with telephone number and email address (if used))

Available from Clerk or website

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

Available from Clerk or website

Annual return form and report by auditor, Finalised budget, Grants given and received, other expenditure and income, including Precept

Available from Clerk or website

Class 3 – What our priorities are and how we are doing

Current and previous year as a minimum

Parish Meeting Minutes and related papers

Available from Clerk or website

Class 4 – How we make decisions (Decision making processes and records of decisions)

Current and previous council year as a minimum

Parish Meeting Minutes and related papers

Available from Clerk or website

Timetable of Parish Meetings

Available from Clerk or website

Agendas of meetings (as above) Clerk or website

Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.

Available from Clerk or website

Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.

Available from Clerk or website

Responses to consultation papers

Available from Clerk or website

Responses to planning applications

Available from Chairman

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Available from Clerk or website

Information/copies may be provided by email or hard copy, WPM reserves the right to charge 50pence per page for photocopies. Postage will be charged at cost. In exceptional circumstances some information may be available only by viewing in person. Where this manner is adopted, contact details will be provided and an appointment to view the information will be made within a reasonable time.

The Clerk may be contacted on warnfordclerk@gmail.com or at Christmas Cottage, Warnford SO32 3LF

The parish website is <https://www.hugofox.com/community/warnford-village-7802/about-us>

April 2018