

## Information available from Niton and Whitwell Parish Council under the model publication scheme

Information published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Parish notice boards Hard copy – contact Clerk	Free Free 10p + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish notice boards E-mail – contact Clerk Hard copy – contact Clerk	Free Free 10p + postage
Location of main Council office and accessibility details	No office Website Parish notice boards	N/A Free Free
<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)		
Annual return form and report by auditor	Parish notice boards at audit Hard copy – contact Clerk	Free 10p per sheet + postage
Finalised budget	E-mail – contact Clerk Hard copy – contact Clerk	Free 10p per sheet + postage

<b>Information published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Precept (in minutes and accounts)	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet + postage
Grants given and received	E-mail – contact Clerk Hard copy – contact Clerk	Free 10p per sheet + postage
List of current contracts awarded and value of contract	E-mail – contact Clerk Hard copy – contact Clerk	Free 10p per sheet + postage
Members' allowances and expenses	E-mail – contact Clerk Hard copy – contact Clerk	Free 10p per sheet + postage
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy – contact Clerk	10p per sheet + postage
Annual Report to Parish Meeting	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Quality status	N/A	N/A
<b>Class 4 – How we make decisions</b>		

<b>Information published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
(Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p
Agendas of meetings (as above)	Website Parish notice boards Niton Library Hard copy – contact Clerk	Free Free Free 10p per sheet + postage
Minutes of meetings (as above)	Website Niton Library Hard copy – contact Clerk	Free Free 10p per sheet + postage
Reports presented to council meetings (current meeting only)	Hard copy – contact Clerk	10p per sheet + postage
Responses to consultation papers (current meeting only)	Hard copy – contact Clerk	10p per sheet + postage
Responses to planning applications	Minutes	See above
Bye-laws	N/A	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:		
Procedural standing orders	E-mail – contact Clerk	Free

Information published	How the information can be obtained	Cost
Committee terms of reference  Delegated authority in respect of officers Code of Conduct ) Policy statements )	Hard copy – contact Clerk  Hard copy – contact Clerk  Financial Regs/Standing Orders  Hard copy – contact Clerk	10p per sheet + postage  10p per sheet + postage  See above 10p per sheet + postage
Policies and procedures for the provision of services and about the employment of staff:  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)	N/A Hard copy – contact Clerk  N/A N/A Parish notice boards Hard copy – contact Clerk	N/A 10p per sheet + postage  N/A N/A Free 10p per sheet + postage
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	N/A	N/A
Data protection policies	N/A	N/A
Schedule of charges )for the publication of information)	N/A	N/A
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		

<b>Information published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Any publicly available register or list	N/A	N/A
Assets Register	Viewing only – contact Clerk	Free
Disclosure log	N/A	N/A
Register of members' interests	Viewing only – contact Clerk	Free
Register of gifts and hospitality	N/A	N/A
<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		
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Assets Register, viewing only – contact Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Assets Register, viewing only – contact Clerk	Free
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A

**Contact details:**

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**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Paper and copying facility
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None	N/A