

Wincanton Town Council

Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p>	<p>15 Councillors on Wincanton Town Council. Their contact details are on the website.</p> <p>The council operates a committee structure and details are on the website.</p> <p>Contact details of officers, and the location of the office is available on the website. Wincanton Town Council, Town Hall, Market Place, Wincanton, Somerset BA9 9LD 01963 31693</p> <p>https://wincantontowncouncil.gov.uk/</p>	Free
<p>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)</p>	<p>Current and previous financial year accounts are available either by email or hard copy from the office</p> <p>Annual governance and Accountability Return is available on the website or by email</p> <p>https://wincantontowncouncil.gov.uk/annual-report.html</p> <p>Reports from the external auditor are on the website</p> <p>Reports from the internal auditor are available by email or hard copy</p> <p>Finalised budget for the new financial year are contained within meeting reports on the website</p> <p>The precept for the current year is contained within minutes of meetings on the website</p> <p>Information on borrowing approval and loans is on the website</p> <p>Financial Regulations and Standing Orders are published on the website</p> <p>Details of relevant contracts awarded and the value would be on the website when applicable</p> <p>Members allowances information is available on request via email</p> <p>Grants given and received information is available on the website, in minutes of meetings and also available on request by email</p>	Free

Wincanton Town Council

Information available under the model publication scheme

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Wincanton For the Future information is on the website https://wincantontowncouncil.gov.uk/good-stuff-fund.html</p> <p>Internal Audit Reports are available via email or in hard copy from the Town Hall.</p> <p>Annual Playground Inspections are available in hard copy from the Town Hall.</p> <p>Newsletters are published on the website</p> <p>An annual report is published on the website</p>	Free
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	<p>Agendas and reports of all council and committee meetings are published on the website. Reports that are not confidential are also published on the website with the agenda for the appropriate meetings.</p> <p>https://wincantontowncouncil.gov.uk/agenda,-payments-and-minutes.html</p> <p>Minutes of all council and committee meetings are published on the website.</p> <p>Responses to planning applications received are within the minutes of the Planning Committee but also available on email</p>	Free
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>The schedule of council and committee meetings is published on the website</p> <p>https://wincantontowncouncil.gov.uk/duplicate-of-meeting-dates.html</p>	Free
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	<p>Polices and written procedures are published on the website and available on email</p> <p>https://wincantontowncouncil.gov.uk/council-legislation.html</p>	Free
<p>Information security policy</p>	<p>Policies relating to the management and protection of data are on the website and also available on email</p> <p>https://wincantontowncouncil.gov.uk/council-legislation.html</p>	Free

Wincanton Town Council

Information available under the model publication scheme

Schedule of charges (for the publication of information)	Available on the website https://wincantontowncouncil.gov.uk/council-legislation.html	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	Information relating to the assets and land that is managed by the council is on the website https://wincantontowncouncil.gov.uk/about-wincanton.html	Free
Assets Register	This is available via email or in hard copy from the Town Hall	Free
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)	This is available via email or in hard copy from the Town Hall	Free
Register of members' interests	Held by South Somerset District Council and available via a link on the Wincanton Town Council website https://modgov.southsomerset.gov.uk/mgParishCouncilDetails.aspx?LS=17&SLS=1&bcr=1 Maintained by South Somerset District Council	Free
Register of gifts and hospitality	Available in hard copy from the Town Hall	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Available on the website https://wincantontowncouncil.gov.uk/about-wincanton.html Moor Lane Allotments: via the office Burial grounds and closed churchyards available on the website https://wincantontowncouncil.gov.uk/council-legislation.html	Free
Community centres and village halls, parks, playing fields and recreational facilities	Available on the website https://wincantontowncouncil.gov.uk/about-wincanton.html	Free

Wincanton Town Council

Information available under the model publication scheme

Seating, litter bins, clocks, memorials and lighting	Available from the Town Hall	Free
--	------------------------------	------

Contact details:

Town Clerk, Town Hall, Market Place, Wincanton, Somerset BA9 9LD

Telephone: 01963 31693

E-mail: info@wincantontowncouncil.gov.uk

Website: www.wincantontowncouncil.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost to print in office
	Photocopying @20p per sheet (colour)	Actual cost to print in office
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		*In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority