

WESTON PARISH COUNCIL

Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Contact details for Clerk and Council members</p>	Parish website and notice board	Free
<p>Class 2 – What we spend and how we spend it (Financial information, income and expenditure, contracts, financial audit)</p> <p>Annual Return form and report by auditor Financial Standing Orders and Regulations Precept request Members' allowances and expenses</p>	Parish website Parish website Hard copy from Clerk Hard copy from Clerk	Free Free 10p/sheet 10p/sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections, reviews)</p> <p>Annual Report to Parish Meeting</p>	Parish website	Free
<p>Class 4 – How we make decisions (Processes and records of decisions)</p> <p>Timetable of meetings Agendas Minutes of Meetings Reports presented to council meetings Responses to consultation papers Responses to planning applications</p>	Parish website Parish website Parish website Hard copy from Clerk Hard copy from Clerk Hard copy from Clerk	Free Free Free 10p/sheet 10p/sheet 10p/sheet

<p>Class 5 – Our policies and procedures</p> <p>Standing Orders and Financial Regulations Code of Conduct Policy Statements – Communications and Social Media Risk Assessment Emergency Plan</p>	<p>All available on parish website</p>	
<p>Class 6 – Lists and Registers</p> <p>Assets Register Register of Members' Interests</p>	<p>Inspection only Parish website</p>	
<p>Class 7 – The services we offer</p> <p>Seating Dog Waste Bins – including maintenance contract with NSDC</p>	<p>Information available from Clerk Information available from Clerk</p>	

A charge of 10p/sheet will apply to requests for hard copies of all documents available free of charge on the village website other than contact details for council members. Requests for information should be in writing (email is acceptable) to the Clerk to the Council and will be responded to within one month of receipt

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