

**Waltham Parish Council
Information Publication Scheme**

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do:		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website Hard Copy	Free 10p per sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
Register of Members Interests	Website	Free
Class 2 – What we spend and how we spend it:		
Annual return form and report by auditor		
Finalised budget and precept	Available from Clerk	10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet
Information in the Minutes	Available from Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish Meeting	Website	Free
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings) - NB this will exclude information that is properly regarded as private to the meeting.	Available from Clerk	10p per sheet
Responses to consultation papers	Available from Clerk	10p per sheet
Responses to planning applications - in the minutes	Website	Free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:	Available from Clerk	10p per sheet
Standing Orders and Chairmanship	Available from Clerk	10p per sheet
Committee and sub-committee terms fo reference	Available from Clerk	10p per sheet
Finance Committee	Available from Clerk	10p per sheet
Internal Review	Available from Clerk	10p per sheet
Code of Conduct: Please contact the Monitoring Officer, Legal & Democratic Services, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford Kent TN23 1PL Tel: 01233 331111	Available from the Monitoring Officer	
Policies and procedures for the provision of services	Available from Clerk	10p per sheet
Policies and procedures for handling requests for information	Available from Clerk	10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Complaints relating to the conduct of members of the Parish Council	Available from the Monitoring Officer	
Complaints Procedure	Website Hard Copy	Free 10p per sheet
Risk Assessment	Available from Clerk	10p per sheet
Schedule of charges (for the publication of information) See below		

Class 6 – Lists and Registers		
Assets Register	Available from Clerk	10p per sheet
Disclosure log	Available from Clerk	10p per sheet
Register of members' interests	Available from Clerk	10p per sheet
Register of gifts and hospitality	Available from Clerk	10p per sheet
Class 7 – The services we offer		
Parks, playing fields and recreational facilities		
Assets Register	Available from Clerk	10p per sheet
Bus shelters	Available from Clerk	10p per sheet
Additional Information		
Community centres and village halls		
Waltham Village Halls Management Committee:	http://www.waltham.org/waltham-vhcharges.pdf	
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 and white)	10p per sheet
Postage	Actual cost of Royal Mail standard 2nd class	
Other	Based upon the actual cost incurred by the public authority	