

Information available from WIGTON TOWN COUNCIL under the model publication scheme

Information to be published	How the information can be obtained	Cost – see schedule below
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard Copy and Website	
Who's who on the Council and its Committees	Hard Copy and Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy and Website	
Location of main Council office and accessibility details	Hard Copy and Website	
Staffing structure	Hard Copy and 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	Hard Copy from the Town Clerk	
Annual return form and report by auditor	Hard Copy & Website	

Finalised budget	Hard Copy	
Precept	Allerdale Borough council website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy and Website	
Grants given and received	Hard Copy and Website	
List of current contracts awarded and value of contract	Hard Copy	Pending website publication
Members' allowances and expenses	Hard Copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	
Town Plan (current and previous year as a minimum)	Hard Copy and Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy and Website	

Agendas of meetings (as above)	Hard Copy and Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Some on website
Responses to consultation papers	Hard Copy	
Responses to planning applications	Allerdale borough council website	
Bye-laws	Hard Copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy and Website	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Website or Hard Copy	

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)		
Information security policy	Hard copy and website	
Records management policies (records retention, destruction and archive)	Hard Copy and website	
Data protection policies	Hard Copy and website	
Schedule of charges)for the publication of information)	Hard Copy	
Class 6 – Lists and Registers Currently maintained lists and registers only)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy	
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)	N/A	
Register of members' interests	Allerdale Borough Council website	
Register of gifts and hospitality	Hard Copy	
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		
Allotments	Hard Copy	
Burial grounds and closed churchyards	WBJC	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	
Bus shelters	Hard Copy	
Markets	n/a	
Public conveniences	Hard Copy	
Agency agreements	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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Mrs Alison Dodd
Clerk to Wigton Town Council
Community Offices, The Market Hall
Church Street

**Wigton
CA7 9AA**

SCHEDULE OF CHARGES

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

* the actual cost incurred by the public authority