

Waverley Community Council

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**Information available from Waverley Community Council
under the Model Publication Scheme**

All items marked 'hard copy' are available by contacting the Community Clerk, at a cost of 10p per sheet. Website items are free to download. The Website address is www.waverleycommunitycouncil.co.uk.

Hard Copy items that can easily be provided by email, that cannot be obtained from the website, will be sent free of charge.

The Community Council was only established on 1 April 2019 so policies and services are largely still in development.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts - This will be current information only).</p>		
Who's who on the Council and its Committees	<ul style="list-style-type: none"> • Website 	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<ul style="list-style-type: none"> • Website • Parish Noticeboard • Parish E-Bulletin (Clerk) 	Free Free Free (recipients must opt-in)
Location of main Council office and accessibility details	<ul style="list-style-type: none"> • Not applicable – there is no main office 	n/a
<p>Staffing structure</p> <ul style="list-style-type: none"> • Clerk / RFO 	<ul style="list-style-type: none"> • Website 	Free
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor (now known as Annual Governance and Accountability Return 'AGAR')</p>		
<p>The Council came into being on 1 April 2019 so there is no information currently</p>		

available or from previous years		
Finalised budget	<ul style="list-style-type: none"> • Website • Hard Copy available from Clerk 	Free 10p per sheet
Actual monthly income and expenditure in Minutes / Payments Lists	<ul style="list-style-type: none"> • Website 	Free
Precept	<ul style="list-style-type: none"> • Hard Copy available from Clerk 	10p per sheet
Borrowing Approval letter	<i>Not applicable</i>	n/a
Financial Standing Orders and Regulations	<ul style="list-style-type: none"> • Website 	Free
Grants given and received	<ul style="list-style-type: none"> • Hard Copy available from Clerk 	10p per sheet
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> • Hard Copy available from Clerk 	10p per sheet
Members' allowances and expenses	<ul style="list-style-type: none"> • Hard Copy available from Clerk 	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <i>Current and previous year as a minimum</i>		
Parish / Neighbourhood Plan (current and previous year as a minimum)	Not applicable	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Not yet applicable	n/a
Quality status	Not applicable	n/a
Local charters drawn up in accordance with DCLG guidelines	Not applicable	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions)		

Current and previous council year as a minimum. The Parish did not come into being until 1 April 2019		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<ul style="list-style-type: none"> • Website • Parish Noticeboard 	Free Free
Agendas of meetings (as above)	<ul style="list-style-type: none"> • Website – last 12 months only • Hard Copy available by contacting Clerk 	Free 10p per sheet
Minutes of meetings (as above) – Note - This will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> • Website 	Free
Reports presented to council meetings – Note -This will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> • Hard Copy available by contacting Clerk 	10p per sheet
Responses to consultation papers	<ul style="list-style-type: none"> • Hard Copy available by contacting Clerk 	10p per sheet
Responses to planning applications	<ul style="list-style-type: none"> • Hard Copy available by contacting Clerk • RMBC Planning portal 	10p per sheet
Bye-laws	Not applicable	n/a
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 Finance Regulations Code of Conduct Policy statements	<ul style="list-style-type: none"> • Website • Website • Website • Website • Hard Copy of all available by contacting Clerk 	Free Free Free Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality Grievance Procedure (still in progress) Policies and procedures for handling requests for information (still in progress) Complaints procedures	<ul style="list-style-type: none"> • Not yet available • Website • Website 	Free Free
Information security policy (still in progress)	Please see GDPR Compliance	
Records management policies (records retention, destruction and archive) (Still in progress)	<ul style="list-style-type: none"> • Not yet available 	10p per sheet
Data protection policies - GDPR Compliance (still in progress) General Privacy Policy Privacy policy relating to councillors, staff and role holders (still in progress)	<ul style="list-style-type: none"> • Not yet available • Website • Not yet available 	10p per sheet Free 10p per sheet
Schedule of charges (for the publication of information)	<ul style="list-style-type: none"> • Hard Copy available by contacting Clerk 	Free
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)	Not applicable	n/a
Assets register	Can be inspected on appointment with Clerk	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)	Not applicable	n/a
Register of members' interests	Available on RMBC and Waverley Community Council Websites	Free
Register of gifts and hospitality	Not applicable	n/a
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	Not applicable	n/a
Burial grounds and closed churchyards	Not applicable	n/a
Community centres and village halls – Village Hall only	Not applicable	n/a
Seating, litter bins, clocks, memorials and lighting	Not applicable	n/a
Bus shelters	Not applicable	n/a
Markets	Not applicable	n/a
Public conveniences	Not applicable	n/a
Agency agreements	Not applicable	n/a
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	n/a

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Community Council E-Bulletin	Via e-mail (to recipients who have requested it)	Free
Community Council Newsletter (not yet available)	Not applicable	

Contact details:

Waverley Community Council
c/o 1 Old School Lane
Catcliffe
S60 5SP
Clerk: Ms R Graham
Telephone – 07552 725732
Email: waverleycc2019@gmail.com

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 10p per sheet
	Photocopying per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class or Large stamp
Statutory Fee		In accordance with the relevant legislation
Other		none

** the actual cost incurred by the public authority*