

# Information available from WonstonParish Council under the Freedom of Information Act model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b>            Wonston Parish Council has eight councillors and meets on the second Wednesday of each month (except August). Dates and times of meetings are available on our website and noticeboards or from the Clerk.</p>	<p>Website:            Wonston-pc.gov.uk            or by contacting the Clerk.</p>	<p>No charge.</p>
<p>List of Council members and their responsibilities:</p> <p><b>Pauline Maunder.</b> Chairman.            (Burial Ground, Publicity &amp; Noticeboards, Winchester Villages Trust).  <b>Judith Polak.</b> (Planning, Allotments).  <b>Kevin Maunder.</b> (Lengthsman &amp; Litter-pickers, Publicity &amp; Noticeboards, Maintenance).  <b>Rob Parker.</b> (Highways, Media &amp; Website, Victoria Hall Liaison).  <b>David Price.</b> (Finance – Chair).  <b>Georgina Tibbetts.</b> (Play Areas – Stoke Charity).  <b>Andrew Porteous.</b> (Finance, Floods &amp; Drains).  <b>Matthew Besant-Gore.</b> (Finance, Play Areas – PHY, Gratton Trust Liaison, Climate Change).</p>	<p>Website and by contacting the Clerk.</p>	<p>No charge.</p>
<p><b>Postal and email address:</b>            34 Ganger Farm Way            Ampfield            Romsey            SO51 0DG            Clerk@wonston-pc.gov.uk            Tel: 01794 368951</p> <p>Contact details for Parish Clerk and Council members</p>	<p>Website, contact sheet and from the Clerk.</p>	<p>No charge.</p>

Location of main Council office and accessibility details	Website and from the Clerk.	No charge.
Staffing structure Parish Clerk (Part-time) Jocelyn Jenkins		
<b>Class 2 – What we spend and how we spend it</b>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy Email	Free Cost of postage Free
Finalised budget	Hard copy Email	Cost of postage. Free
Precept	Hard copy Email	Cost of postage. Free
Borrowing Approval letter	Hard copy Email	Cost of postage. Free
All items of expenditure above £100	Minutes (on website) Hard copy Email	Free Cost of postage. Free
Financial Standing Orders and Regulations	Hard copy Email	Cost of postage. Free
Grants given and received	Minutes (on website) Hard copy Email	Free Cost of postage. Free
List of current contracts awarded and value of contract	Minutes (on website) Hard copy Email	Free Cost of postage Free
Members' allowances and expenses	Not applicable.	
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual governance statement in format included in the Annual Return form	Website Hard copy Email	Free Cost of postage Free
Village Design Statement (in progress).	Website	Free
Annual Report to Parish or Community Meeting	Minutes of Parish Assembly (on website). Hard copy. Email	Free Cost of postage Free
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy Email	Free Cost of postage Free
Agendas of meetings	Website	Free

	Noticeboards Hard copy Email	Free Cost of postage Free
Minutes of meetings	Website Hard copy Email	Free Cost of postage Free
Reports presented to council meetings	Hard copy Email	Cost of postage Free
Responses to consultation papers	Hard copy Email	Cost of postage Free
Responses to planning applications	Minutes (via website) Hard copy Email	Free Cost of postage Free
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Standing orders</li> <li>• Code of Conduct</li> <li>• IT Policy</li> <li>• Data Protection Policy</li> <li>• Model Publication Scheme</li> <li>• GDPR Privacy Statements</li> </ul>	Website Hard copy Email	Free Cost of postage Free
<b>Class 6 – Lists and Registers</b>		
Assets register, including details of public land and building assets	Website Hardcopy Email	Free Cost of postage Free
Register of members' interests	Hardcopy Email	Cost of postage Free
Register of gifts and hospitality	Hardcopy Email	Cost of postage Free
<b>Class 7 – The services we offer</b>		
Allotments and play areas, seating, litter bins.	Hardcopy Email	Cost of postage Free

## Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class.