Information available from WINSLOW TOWN COUNCIL under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Noticeboard/website	Free
Contact details for Town Clerk and Council members	Noticeboard/website	Free
Location of main Council office	Noticeboard/website	Free
Class 2 – What we spend and how we spend it (Current and previous financial year)		
Annual return form and report by auditor	Application to the Clerk	see below
Finalised budget – contained in minutes of meetings	website/noticeboard	Free
Precept – contained in minutes of meetings	website/noticeboard	Free
Financial Standing Orders and Regulations	Application to the Clerk	see below
Grants given and received – contained in minutes of meetings	Website/noticeboard	Free
List of current contracts awarded and value of contract	Application to the Clerk	see below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Under construction	N/a
Annual Report to Annual Town Meeting (current and previous year)	Website	Free
Class 4 – How we make decisions (Current and previous council year)		
Timetable of meetings	Noticeboard/website	Free
Agendas of meetings	Noticeboard	Free
Minutes of meetings	Noticeboard/website	Free
Reports presented to council meetings	Application to the Clerk	see below
Responses to consultation papers	Application to the Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:	Application to the Clerk	see below

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Application to the Clerk	see below
Policies & procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme)	Application to the Clerk	see below
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Application to the Clerk	
Register of members' interests	Application to the Clerk	
Register of gifts and hospitality	Application to the Clerk	
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	Application to the Clerk	Free
Burial ground	Application to the Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Application to the Clerk	Free
Bus shelters	Application to the Clerk	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Application to the Clerk	Free

Contact details: Mrs Bridget Bradford, Clerk, Winslow Town Council, 28 High Street, Winslow, MK18 3HQ
Telephone: 01296 712448 E-mail clerkwinslowtc@tiscali.co.uk

Council website: www.winslowbucks.org

SCHEDULE OF CHARGES.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p per single sided sheet (black & white)	Actual cost
	Photocopying per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class