

Information available from ORTON WATERVILLE PARISH COUNCIL under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations, contacts)	Website <i>http://www.ortoninfo.uk.co/owpc/introduction</i>	Free
Who's who on the Council and its Committees	Website Hard Copy – <i>contact clerk</i>	Free £5
Contact details for Parish Clerk and Council members	Website Parish Council Notice Boards Hard Copy – <i>contact clerk</i>	Free Free £5
Location of main office is clerk's address	Website Notice Boards Orton Centre Library	Free Free Free
Staffing Structure	The only staff is the Clerk	
Class 2 – What we spend and how we spend it - Financial information	Hard Copy – <i>contact clerk</i>	£5 per document
Annual return form	Hard Copy – <i>contact clerk</i>	£5
Finalised budget	Hard Copy – <i>contact clerk</i>	£5
Precept	Hard Copy – <i>contact clerk</i>	£5
Grants given under s.137 LGA	<i>Contact clerk</i>	

Class 3 – What our priorities are and how we are doing		
Annual Report to Parish Meeting	Website Hard Copy – <i>contact clerk</i>	Free £5
Class 4 – How we make decisions		
Timetable of meetings	Website	Free
Agendas of meetings	Notice Boards Hard Copy – <i>contact clerk</i>	Free £5
Minutes of meetings	Website Hard Copy – <i>contact clerk</i>	Free £5
Responses to Planning Applications	Hard Copy – <i>contact clerk</i>	£5
Class 5 – Our policies and procedures		
Procedural standing orders	Hard Copy – <i>contact clerk</i>	£5
Code of Conduct	Hard Copy – <i>contact clerk</i>	£5
Schedule of charges for the publication of information	The charge for each document is £5 which includes time and handling charges.	
Class 6 – List and Registers		
Assets register	Available on inspection.	
Register of members' interests	Available on inspection.	

Class 7 – The services we offer		
Allotments	<i>Contact Clerk for information</i>	
Burial grounds and churchyard	<i>Contact Clerk for information</i>	
Community centres and village halls	<i>Contact Clerk for information</i>	
Playing fields and recreational facilities	<i>Contact Clerk for information</i>	
Seating, litter bins and memorials	<i>Contact Clerk for information</i>	
Bus shelters	<i>Contact Clerk for information</i>	
A summary of services for which the council is entitled to recover a fee (e.g. burial fees)	<i>Contact Clerk for information</i>	
Additional Information		

Contact details:

Mrs H Hall (Parish Clerk)

19 Pembroke Avenue, Orton Waterville PE2 5EY

Tel: 01733 231428

Email: Hilda.owparishcouncil@btinternet.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
For each hard copy of a document	£5 inclusive of handling fee	Standing Charge

