



## Information available from Winwick Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

| <b>Information to be published</b>  | <b>How the information can be obtained</b>  | <b>Cost</b> |
|---|---|-------------|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> <p>Winwick Parish Council</p> <p>The Council is a first tier local government body, comprising elected councillors and paid employees. Its role is to act as a democratically elected and accountable organisation for taking community action and a forum for public engagement within the secular Parish of Winwick.</p> <p>Its functions include the provision of some bus shelters, notice boards, street furniture, play equipment and some services, such as litter picking. The Council is a statutory consultee on any local planning matters. The Parish owns and maintains public open space, including land at Swan Green, Winwick Park, Radley Wood and John Parr Meadow. It protects, in trust, under s9 Commons Registration Act 1965, land at Radley Common. It also works closely with other public agencies who provide services in the Parish and can act as a conduit for reporting local concerns and a champion for local issues. In particular, the Parish liaises closely with Warrington Borough Council on matters such as street cleaning, fly-tipping, highways maintenance, traffic management and environmental issues and with the Police on crime</p> | <p>Further information is available on our two websites: -</p> <p><a href="http://www.winwickparishcouncil.org.uk">http://www.winwickparishcouncil.org.uk</a></p> |             |

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| <p>and nuisance.</p> <p>The Council owns and operates Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ, which is a meeting and function venue, together with the adjacent Playing Fields.</p>   | <p><a href="https://en-gb.facebook.com/winwickleisurecentrewarrington/">https://en-gb.facebook.com/winwickleisurecentrewarrington/</a></p>  |  |
| <p>Who's who on the Council and its Committees</p> <p>10 councillors are elected to the Council for a four year term, representing the following wards:</p> <ul style="list-style-type: none"> <li>• Winwick (3)</li> <li>• Peel Hall (3)</li> <li>• Houghton Green (4)</li> </ul> <p>All out Elections were held in 2016, and will be held again in 2020, etc.</p> <p>Details of the Committees established and councillors appointed to them can be found in the minutes of the Annual Meeting of Council each May.</p> | <p>A list of councillors is available from the Clerk, or on the website</p> <p><a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a></p> <p><a href="https://winwickparishcouncil.org.uk/documents">https://winwickparishcouncil.org.uk/documents</a></p> |  |

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| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | <a href="https://winwickparishcouncil.org.uk/members">https://winwickparishcouncil.org.uk/members</a>   |  |
| Location of main Council office and accessibility details<br><br>The Parish Clerk can be contacted c/o Winwick Leisure Centre, Myddleton Lane, Winwick, Warrington, WA2 8LQ.  | <a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a>   |  |
| Staffing structure<br><br>Council employees: - <ul style="list-style-type: none"> <li>• Finance Officer</li> <li>• Leisure Centre Manager (reporting to the Finance Officer)</li> <li>• Deputy Leisure Centre Manager (reporting to the Leisure Centre Manager)</li> <li>• Various part-time bar and ancillary staff (reporting to the Leisure Centre Manager).</li> </ul><br>An Interim Parish Clerk is provided by Warrington Borough Council under a Service Level Agreement | Further details can be obtained from the Clerk<br><br><a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a> |  |
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| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)   |   |  |

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| <p>Annual return form and report by auditor</p> <p>The Annual Accounting Statement</p>   | <p>Hard copy available from the Finance Officer</p> <p><a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a></p> <p><a href="https://winwickparishcouncil.org.uk/documents">https://winwickparishcouncil.org.uk/documents</a></p> |  |
| <p>Accounting records for the financial year to which the audit relates, including all books, deeds, contracts, bills, vouchers and receipts and other documents relating to those records or documents.</p> | <p>Available for inspection from the Finance Officer for a period of 30 working days following publication of the annual statutory notice</p> <p><a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a></p>                        |  |
| <p>Finalised budget</p>  | <p>Hard Copy available for inspection in Council Agendas for each January at the Main Council Offices, or on-line.</p> <p><a href="https://winwickparishcouncil.org.uk/documents">https://winwickparishcouncil.org.uk/documents</a></p>   |  |

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| Precept                                   | Available from the Finance Officer or on-line, as recorded in the Minutes of Council for each January<br><br><a href="https://winwickparishcouncil.org.uk/documents">https://winwickparishcouncil.org.uk/documents</a> |  |
| Borrowing Approval letter                 | None   |  |
| Financial Standing Orders and Regulations | Hard copy available from the Finance Officer or on-line<br><br><a href="https://winwickparishcouncil.org.uk/documents">https://winwickparishcouncil.org.uk/documents</a>   |  |
| Statement on Internal Control             | Hard copy available from the Finance Officer<br><br><a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a>  |  |
| Grants given and received                 | Details available from the Finance Officer   |  |

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|   | <a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a><br><br>or on-line in Minutes of the Council, including Minutes of the Winwick Millennium Trust Fund<br><br><a href="https://winwickparishcouncil.org.uk/documents">https://winwickparishcouncil.org.uk/documents</a> |  |
| List of current contracts awarded and value of contract   | Hard copy available from the Finance Officer<br><br><a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a>  |  |
| Members' allowances and expenses  | No Allowances are paid   |  |
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| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br><br>The Council has developed a Mission Statement listing its priorities. | Hard copy available from   |  |



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| <p>Monitoring of the Council's Budget takes place quarterly at Council meetings</p> <p>Performance of the Leisure Centre is monitored at monthly meetings of the Management Committee</p> | <p>the Clerk or on-line</p> <p><a href="https://winwickparishcouncil.org.uk/documents">https://winwickparishcouncil.org.uk/documents</a></p> <p>Hard copies of budget monitoring reports are available from the Finance Officer, or on-line.</p> <p>Performance reports are confidential, but sections may be made available from the Finance Officer upon request. A comprehensive summary is provided within the Management Committee minutes available from the Clerk or on-line.</p> <p><a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a></p> |  |
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|  | <a href="https://winwickparishcouncil.org.uk/documents">https://winwickparishcouncil.org.uk/documents</a>  |  |
| Parish Plan (current and previous year as a minimum)<br><br>There is currently no stand-alone Winwick Parish Council Plan. However, the Council supports the delivery of multi-agency neighbourhood working, following the cessation of Warrington Borough Council's formal Neighbourhood Area Arrangements. |  |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | Hard Copy annual reports available from the Clerk at the Main Council Offices<br><br><a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a> |  |
| Quality status   | None   |  |
| Local charters drawn up in accordance with DCLG guidelines   | None   |  |
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| <b>Class 4 – How we make decisions</b>   |  |  |

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| <p>(Decision making processes and records of decisions)</p> <p>Most decisions are made by full Council. Some matters are delegated to the Council's Committee's, as follows: -</p> <ul style="list-style-type: none"> <li>• Management Committee (4 Members)</li> <li>• Grievance Committee (any 3 Members from the full Council)</li> <li>• Staffing Appeals Committee (any 3 Members from the full Council)</li> <li>• Environment and Highways Committee (3 Members)</li> </ul>  | <p>Terms of reference of the Council's Committee are set at the Annual Council meeting in May of each year. Details can be obtained from the Clerk, or on-line.</p> <p><a href="https://winwickparishcouncil.org.uk/documents">https://winwickparishcouncil.org.uk/documents</a></p>  |  |
| <p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <ul style="list-style-type: none"> <li>• Council meetings are normally on the 4th Tuesday of the month (Except in August and December),</li> <li>• The Annual Council meeting will be held on the 4<sup>th</sup> Tuesday in May, except in a Parish Election Year, when it must be held within fourteen days after the day on which the councillors elected at that election take office.</li> <li>• The Management Committee meets on the 2nd Tuesday of each month (Except in August and December).</li> <li>• Other Committees meet on an ad hoc basis</li> <li>• A Parish Assembly is held once per year on some day between 1st March and 1st June, determined by the Parish Council.</li> </ul> | <p>An annual notice for all scheduled meetings is posted on the various Parish notice boards, covering the Municipal Year. Notices for ad hoc meetings are posted individually at least three clear days before the relevant meeting. The notice for the Parish Assembly will be posted on notice boards at least seven clear days before the meeting</p> |  |

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| <p>Agendas of meetings (as above)</p> <p>The Council is currently working to make all Agendas available on-line, but it is not yet possible to guarantee that documents will be available before each meeting.</p> | <p>Hard copy Agendas for the last six years are available for inspection at the Main Council Offices and electronic or hard copies can be requested.</p> <p><a href="https://winwickparishcouncil.org.uk/contact-us">https://winwickparishcouncil.org.uk/contact-us</a></p>  |  |
| <p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>  | <p>Minute Books (from July 2004 to date) are available for inspection at the Main Council Offices by arrangement in advance and electronic or hard copies can be requested.</p> <p>Earlier archived minutes can be viewed by special arrangement.</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p> |  |

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|  | <p>Council minutes from 2012 are also available on-line.</p> <p><a href="https://winwickparishcouncil.org.uk/documents">https://winwickparishcouncil.org.uk/documents</a></p>   |  |
| <p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p> | <p>Hard copy reports for the last six years are available for inspection at the Main Council Offices by arrangement in advance and electronic or hard copies can be requested.</p> <p><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a></p> |  |
| <p>Responses to consultation papers</p>  | <p>Electronic or hard copy documents can be requested from the Main Council Offices.</p>  |  |

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|   | <a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a>  |  |
| Responses to planning applications  | Electronic or hard copy documents can be requested from the Main Council Offices.<br><br><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a> |  |
| Bye-laws  | None   |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only | (hard copy or website)<br><br>*Contact Clerk for hard copies referred to below<br><br><a href="http://www.winwick-parishcouncil.co.uk/contact-us/">http://www.winwick-parishcouncil.co.uk/contact-us/</a>    |  |
| Policies and procedures for the conduct of council business:  |  |  |

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| <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>   | Hard Copy*<br>Website (see s.4 above)<br>N/A<br>Website<br>Website   |  |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services (Customer Charter)</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies) National Training Strategy for Town and Parish Councils 'Being a Good Employers Guide'</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• ACAS Procedures for dealing with employee grievance matters and Warrington Borough Council's employee grievance procedures</li> <li>• Warrington Borough Discipline Policy for use with Parish Council Employee's</li> </ul> | N/A<br><br>N/A<br>Hard Copy*<br><br>Hard Copy*<br><br>Website<br>Website<br><br>Hard Copy*<br><br>Hard Copy* |  |
| Information security policy  | N/A  |  |
| Records management policies (records retention, destruction and  | N/A  |  |

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| archive)  |   |  |
| Data protection policies <ul style="list-style-type: none"> <li>• CCTV Policy</li> <li>• Leisure Centre Operational CCTV Policy</li> <li>•</li> </ul>                       | Hard Copy<br>Hard Copy*   |  |
| Schedule of charges (for the publication of information)  | See Appendix below  |  |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only   | (hard copy or website;<br>some information may<br>only be available by<br>inspection)   |  |
| Any publicly available register or list (if any are held this should be publicised;<br>in most circumstances existing access provisions will suffice)                       | N/A   |  |
| Assets register   | N/A   |  |
| Disclosure log (indicating the information that has been provided in response to<br>requests; recommended as good practice, but may not be held by parish councils)         | N/A   |  |
| Register of members' interests  | <a href="https://www.warrington.gov.uk/downloads/201215/parish-council">https://www.warrington.gov.uk/downloads/201215/parish-council</a> |  |
| Register of gifts and hospitality   | Hard Copy*  |  |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance<br>and newsletters produced for the public and businesses) | (hard copy or website;<br>some information may<br>only be available by<br>inspection)   |  |



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| Current information only   |   |  |
| Allotments   | N/A   |  |
| Burial grounds and closed churchyards  | N/A   |  |
| Community centres and village halls  | <a href="https://en-gb.facebook.com/winwickleisurecentrewarrington/">https://en-gb.facebook.com/winwickleisurecentrewarrington/</a> |  |
| Parks, playing fields and recreational facilities  | <a href="https://en-gb.facebook.com/winwickleisurecentrewarrington/">https://en-gb.facebook.com/winwickleisurecentrewarrington/</a> |  |
| Seating, litter bins, clocks, memorials and lighting   | N/A   |  |
| Bus shelters   | The Council owns the bus shelter outside Winwick CE Primary School  |  |
| Markets  | N/A   |  |
| Public conveniences  | N/A   |  |
| Agency agreements  | N/A   |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) <ul style="list-style-type: none"> <li>• Playing Field Charges</li> <li>• Function Room Hire</li> </ul> | Hard Copy*<br><a href="https://en-gb.facebook.com/winwick">https://en-gb.facebook.com/winwick</a>                                   |  |

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|   | <a href="#">kleisurecentrewarrington</a><br>/ |  |
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| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above | Nil   |  |

**Contact details:**

Julian Joinson  
 Clerk  
 Winwick Parish Council  
 Winwick Leisure Centre  
 Myddleton Lane  
 Winwick  
 Warrington, WA2 8LQ

## 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   |
|--|--|---|
| <b>Disbursement cost</b>   | Photocopying @ 3p per sheet (black & white)  | Actual cost *   |
|  | Photocopying @ 10p per sheet (colour)  | Actual cost *   |
|  | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class  |
| Note: A charge will only be levied if the total disbursement costs exceed £10 per individual request |  |   |
| <b>Statutory Fee</b>   | Nil  | In accordance with the relevant legislation (quote the actual statute)                            |
| <b>Other</b><br>Freedom of Information Requests  | <p>The cost limit for complying with a request or a linked series of requests from the same person or group is set at £450 for a Parish Council. The FOI may be refused if it is estimated that the cost of compliance would exceed this limit. However, the Council may agree to comply with the request subject to a written agreement from the requester that they are will pay the extra costs, including: -</p> <ul style="list-style-type: none"> <li>• the cost of compliance; plus</li> <li>• the communication costs; plus</li> <li>• £25 an hour for staff time taken for printing, copying or sending the information.</li> </ul> | Relevant provisions are Section 12 and Section 13(1) – (3) of the Freedom of Information Act 2000 |

\* the actual cost incurred by the public authority