

Information available from Whitegate & Marton Parish Council under the model publication scheme

reviewed May 2026

<http://www.whitegatemarton.org.uk/>

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Parish notice board / website	n/a
Who's who on the Council and its Committees	Parish website	n/a
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish notice board / website	n/a
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum Items of expenditure over £100 annually after the accounts are signed off	Hard copy for ledgers – contact clerk. Accounts spreadsheet available online on our website, and are published after the internal audit / AGM in May, all transactions displayed	Refer to charging list below per sheet copied
Annual return form and report by auditors This includes annual governance statement, internal audit report, and accounts	Displayed for two weeks on parish notice board. After the statutory period	Refer to charging list below per sheet copied

	hard copy - contact clerk Also on Website when accounts are complete	
Finalised budget	Hard copy / online version – contact clerk	Refer to charging list below per sheet copied
Precept	Hard copy – contact clerk	Refer to charging list below per sheet copied
Financial Standing Orders and Regulations	Hard copy / online version– contact clerk	Refer to charging list below per sheet copied
List of current contracts awarded and value of contract	contact clerk	Refer to charging list below per sheet copied
Members' allowances and expenses	As per financial info. Above.	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Village Design Statement	We do not have a Parish Plan. A village design statement was prepared. A copy is available to view from Clerk or online	Refer to charging list below per sheet copied
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy / available online (unsigned) – contact clerk	Refer to charging list below per sheet copied
Quality status	We are not a Quality Parish Council	
Neighbourhood Plan	We do have a NP	Refer to charging

	completed June 2017 copy is available on the website. Reviewed 2023	list below per sheet copied and on web site
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Refer to Standing orders available on the website	Refer to charging list below per sheet copied
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Meet 2 nd Monday of each month at Whitegate Primary School unless notified of different date due to Bank Holidays	
Agendas of meetings (as above)	Notice presented in Parish Notice Board / website Hard copy / available on line from website or contact Clerk	Refer to charging list below per sheet copied Emailed free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy contact Clerk	Refer to charging list below per sheet copied Emailed free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	Refer to charging list below per sheet copied

Responses to consultation papers	Hard copy – contact clerk	Refer to charging list below per sheet copied
Responses to planning applications	Available through CWAC Planning portal and reported in the minutes of our meetings online	n/a
Bye-laws	None	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Refer to Standing orders Hard copy / online – contact clerk	Refer to charging list below per sheet copied
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct – adopted CWAC code of conduct Policy statements	Hard copy / online – contact clerk	Refer to charging list below per sheet copied
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Refer to Standing orders and Contract of employment Hard copy – contact clerk	Refer to charging list below per sheet copied

Information security policy	Refer to Standing orders	Refer to charging list below per sheet copied
Records management policies (records retention, destruction and archive)	Refer to Standing orders	Refer to charging list below per sheet copied
Data protection policies	Refer to Standing orders	
Schedule of charges (for the publication of information)	Outlined below	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Refer to charging list below per sheet copied
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) List of Planning applications List of councillor or member responsibilities	View hard copy – contact clerk	
Assets Register	Hard copy – contact clerk	Refer to charging list below per sheet copied
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)		
Register of members' interests	Displayed on website. Hard copy – contact clerk	Inspection only
Register of gifts and hospitality (if applicable)	Hard copy – contact clerk	Inspection only
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	(hard copy or website; some information may only be available by inspection)	

Seating, litter bins, clocks, memorials and lighting	Refer to asset register	Refer to charging list below per sheet copied
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	n/a	

Contact details: Julie Ellis, Parish Clerk, Holm Lea, Clay Lane, Marton, CW7 2QE.
Tel: 01606 888530 email: clerk@whitegatemartonparish.uk

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 @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 60p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Online documents where available which can be emailed	Free

* the actual cost incurred by the public authority (prices quoted are a guide and may be subject to change)