Walton Model Publication Scheme – a guide to information.

Information to be published	How obtained	Cost
Who we are &what we do – this will be current information only		
Who is on the Council & its committee's	Website / hard copy	Free / at cost
Contact details for Parish Clerk and Council members	Website / hard copy	Free / at cost
What we spend & how we spend it – current & previous financial year as a minimum		
Annual return form & report by auditor	Website / hard copy	Free / at cost
Finalised budget	Website / hard copy	Free / at cost
Financial Regulations	Website / hard copy	Free / at cost
Grants given & received	Website / hard copy	Free / at cost
Monthly financial report	Website / hard copy	Free / at cost
Monthly payments for authorisation	Website / hard copy	Free / at cost
What are priorities are & how we are doing		
Annual Report	Website / hard copy	Free / at cost
How we make decisions		
Schedule of meetings	Website / hard copy	Free / at cost
Agendas of meetings	Website / hard copy	Free / at cost
Minutes of meetings	Website / hard copy	Free / at cost
Responses to consultation papers	Contained within minutes	
Responses to planning applications	Contained within minutes	
Our policies and procedures – current information only		
Standing orders	Website / hard copy	Free / at cost
Code of conduct	Website / hard copy	Free / at cost
Policy statements	Website / hard copy	Free / at cost
Complaints procedures	Website / hard copy	Free / at cost

Lists & Registers		
Any publicly available register or list – electoral roll	Available to inspect	
Assets register	Hard copy	At cost
Register of Members's interests	Website	free
The services we offer		
Statutory allotments run by Walton Allotment Society		
Meadow Lane Play area		
East Mead Lane Community Area		
Village newsletter		
Parish Council website		
Additional Information		
This will provide Council with the opportunity to publish information that is not listed above		

Contact Details:

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Schedule of charges:

- At cost = print charge per page printed at council office
- Postage cost = Actual cost of Royal Mail second class stamp