

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

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (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.	(hard copy and/or website)	
Who's who on the Council and its Committees	Web site Hard copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site Hard copy – contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Web site	Free
Staffing structure	Web site	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Web site Hard copy – contact Clerk	Free 10p/sheet



Finalised budget	Web site Hard copy – contact Clerk	Free 10p/sheet
Precept	Web site Hard copy – contact Clerk	Free 10p/sheet
Financial Standing Orders and Regulations	Web site Hard copy – contact Clerk	Free 10p/sheet
Grants given and received	Web site Hard copy – contact Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Web site Hard copy – contact Clerk	Free 10p/sheet
Members' allowances and expenses	Web site Hard copy – contact Clerk	Free 10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum) 2006	Hard copy – contact Clerk	Free + Postage
Annual Report to Parish Meeting (current and previous year as a minimum)	Web site Hard copy – contact Clerk	Free 10p/sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web site Hard copy – contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	Web site Hard copy – contact Clerk	Free 10p/sheet



Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	Hard copy – contact Clerk	10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders <del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del> Code of Conduct <del>Policy statements</del>	Web site Hard copy – contact Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: <del>Internal policies relating to the delivery of services</del> <del>Equality and diversity policy</del> <del>Health and safety policy</del> <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	) ) ) Contact Clerk )  Web site Hard copy – contact Clerk	Free 10p/sheet



Information security policy	Contact Clerk	
Records management policies (records retention, destruction and archive)	All records retained at the Archive Service Wakefield	On request
Data protection policies	Hard copy – contact Clerk	10p/sheet
Schedule of charges )for the publication of information)	Hard copy – contact Clerk	10p/sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available for inspection – contact the Clerk	10p/sheet
Assets Register	Available for inspection – contact the Clerk	10p/sheet
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)	Available for inspection – contact the Clerk	10p/sheet
Register of members' interests	Available for inspection – contact the Clerk	10p/sheet
Register of gifts and hospitality	Available for inspection – contact the Clerk	10p/sheet
<b>Class 7 – The services we offer</b> (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)	
<del>Community centres and village halls</del>		
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	Postage
<del>Seating, litter bins, clocks, memorials and lighting</del>		
<del>Bus shelters</del>		
<del>Markets</del>		



Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk assessment	Web Hard copy	Free 10p/sheet

**Contact details:**

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## 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 @ .10p per sheet (black & white)	Actual cost
	Photocopying @ .40.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)