

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

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(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
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<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)