

## Information available from Alwoodley 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>		
Who's who on the Council and its Committees	Library folder Website or by email Paper copy	Nil  10p per sheet and postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Library folder Website or by email Paper copy	Nil  10p per sheet and postage
Location of main Council office and accessibility details	Parish Council noticeboard and website	Nil
Staffing structure	Not applicable	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website or by email Paper copy	Nil 10p per sheet and postage
Finalised budget	Email or paper copy	10p per sheet and postage
Precept	Email or paper copy	10p per sheet and postage
Borrowing Approval letter	Email or paper copy	10p per sheet and postage
Financial Standing Orders and Regulations	Library folder Website or by email Paper copy	Nil  10p per sheet and

		postage
Grants given and received	Email or paper copy	10p per sheet and postage
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or by email Paper copy	Nil 10p per sheet and postage
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or by email Paper copy	Nil 10p per sheet and postage
Agendas of meetings (as above)	Website or by email Paper copy	Nil 10p per sheet and postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or by email Paper copy	Nil 10p per sheet and postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website or by email Paper copy	Nil 10p per sheet and postage
Responses to consultation papers	Not applicable	
Responses to planning applications	Website or by email Paper copy	Nil 10p per sheet and postage
Bye-laws	Not applicable	

<b>Class 5 – Our policies and procedures</b>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p><b>Website or by email</b> <b>Paper copy</b></p>	<p><b>Nil</b> <b>10p per sheet and postage</b></p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p><b>Not applicable</b></p>	
Information security policy	<b>Not applicable</b>	
Records management policies (records retention, destruction and archive)	<b>Not applicable</b>	
Data protection policies	<b>Not applicable</b>	
<p>Schedule of charges (for the publication of information)</p> <p>For non-standard information there will be a charge of £9.81 per hour (or part thereof) in addition to any photocopying or postage charges.</p>	<p><b>Website or by email</b> <b>Paper copy</b></p>	<p><b>Nil</b> <b>10p per sheet and postage</b></p>
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<b>Not applicable</b>	
Assets Register	<b>Not applicable</b>	
Disclosure log (indicating the information that has been provided in response to requests;	<b>Not applicable</b>	

recommended as good practice, but may not be held by parish councils)		
Register of members' interests		
Register of gifts and hospitality	<b>Not applicable</b>	
<b>Class 7 – The services we offer</b> Current information only		
Allotments	<b>Not applicable</b>	
Burial grounds and closed churchyards	<b>Not applicable</b>	
Community centres and village halls	<b>Not applicable</b>	
Parks, playing fields and recreational facilities	<b>Not applicable</b>	
Seating, litter bins, clocks, memorials and lighting	<b>Not applicable</b>	
Bus shelters	<b>Not applicable</b>	
Markets	<b>Not applicable</b>	
Public conveniences	<b>Not applicable</b>	
Agency agreements	<b>Not applicable</b>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<b>Not applicable</b>	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** Catriona Hanson, Parish Clerk email: [the.clerk@alwoodleyparishcouncil.org](mailto:the.clerk@alwoodleyparishcouncil.org)

#### 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
	Colour photocopying	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£9.81 per hour (or part thereof) in addition to any standard photocopying or postage fee.	In accordance with the relevant legislation

\* the actual cost incurred by the public authority