



## Publication Scheme

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> (Organisational information, structures, locations and contacts)	Information available on Alwoodley Parish Councils website: <a href="http://www.alwoodleyparishcouncil.org">www.alwoodleyparishcouncil.org</a> . Further information can be obtained from the Parish Clerk. <a href="mailto:the.clerk@alwoodleyparishcouncil.org">the.clerk@alwoodleyparishcouncil.org</a> Alwoodley Community Community Association, The Avenue, Alwoodley, Leeds, LS17 7NZ	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.
Contact details for Clerk and Council members	Clerk Tel: 07860875612 Email: <a href="mailto:the.clerk@alwoodleyparishcouncil.org">the.clerk@alwoodleyparishcouncil.org</a>	
Location of main Council office and accessibility details	See above. Disabled access.	
<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 Annual return form and report by auditor Budget Financial Regulations Grants	Information available on Alwoodley Parish Councils website: <a href="http://www.alwoodleyparishcouncil.org">www.alwoodleyparishcouncil.org</a> . Further information can be obtained from the Parish Clerk. <a href="mailto:the.clerk@alwoodleyparishcouncil.org">the.clerk@alwoodleyparishcouncil.org</a> Alwoodley Community Community Association, The Avenue, Alwoodley, Leeds, LS17 7NZ	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, audits, and reviews)</p> <p>Current and previous year as a minimum</p> <p>Parish Plan (current and previous year as a minimum)</p> <p>Annual Report to Parish or Meeting (current and previous year as a minimum)</p>	<p>Information available on Alwoodley Parish Councils website: <a href="http://www.alwoodleyparishcouncil.org">www.alwoodleyparishcouncil.org</a>. Further information can be obtained from the Parish Clerk. <a href="mailto:the.clerk@alwoodleyparishcouncil.org">the.clerk@alwoodleyparishcouncil.org</a></p> <p>Alwoodley Community Community Association, The Avenue, Alwoodley, Leeds, LS17 7NZ</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.10 per A4 copy.</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above)</p> <p>Minutes of meetings (as above)</p> <p>Reports presented to council meetings</p> <p>Responses to planning applications</p>	<p>Information available on Alwoodley Parish Councils website: <a href="http://www.alwoodleyparishcouncil.org">www.alwoodleyparishcouncil.org</a>. Further information can be obtained from the Parish Clerk. <a href="mailto:the.clerk@alwoodleyparishcouncil.org">the.clerk@alwoodleyparishcouncil.org</a></p> <p>Alwoodley Community Community Association, The Avenue, Alwoodley, Leeds, LS17 7NZ</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.10 per A4 copy.</p>
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Information available on Alwoodley Parish Councils website: <a href="http://www.alwoodleyparishcouncil.org">www.alwoodleyparishcouncil.org</a>. Further information can be obtained from the Parish Clerk. <a href="mailto:the.clerk@alwoodleyparishcouncil.org">the.clerk@alwoodleyparishcouncil.org</a></p> <p>Alwoodley Community Community Association, The Avenue, Alwoodley, Leeds, LS17 7NZ</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.10 per A4 copy.</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Policies and procedures for handling requests for information</p>	<p>Information available on Alwoodley Parish Councils website: <a href="http://www.alwoodleyparishcouncil.org">www.alwoodleyparishcouncil.org</a>. Further information can be obtained from the Parish Clerk. <a href="mailto:the.clerk@alwoodleyparishcouncil.org">the.clerk@alwoodleyparishcouncil.org</a></p> <p>Alwoodley Community Community Association, The</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.10 per A4 copy.</p>

Complaints procedures (including those covering requests for information and operating the publication scheme)	Avenue, Alwoodley, Leeds, LS17 7NZ	
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p> <p>Any publicly available register or list (if any are held this should be publicised; mainly existing access provisions will suffice)</p> <p>Assets register</p> <p>Disclosure log (indicating the information that has been provided in response to requests; may not be held by parish councils)</p> <p>Register of members’ interests</p>	Information available on Alwoodley Parish Councils website: <a href="http://www.alwoodleyparishcouncil.org">www.alwoodleyparishcouncil.org</a> . Further information can be obtained from the Parish Clerk. <a href="mailto:the.clerk@alwoodleyparishcouncil.org">the.clerk@alwoodleyparishcouncil.org</a> Alwoodley Community Community Association, The Avenue, Alwoodley, Leeds, LS17 7NZ	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.
<p><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)</p>	Information available on Alwoodley Parish Councils website: <a href="http://www.alwoodleyparishcouncil.org">www.alwoodleyparishcouncil.org</a> . Further information can be obtained from the Parish Clerk. <a href="mailto:the.clerk@alwoodleyparishcouncil.org">the.clerk@alwoodleyparishcouncil.org</a> Alwoodley Community Community Association, The Avenue, Alwoodley, Leeds, LS17 7NZ	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.

**Contact details:**

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

