

Information available from Woolaston Parish Council under the Model Publication Scheme

Under the Freedom of Information Act 2000 (FOIA), Woolaston Parish Council has a duty to adopt and maintain a Publication Scheme. Information will be provided within 21 days of receipt of request where the information is requested in hard copy or email format. Appointments must be made when requestors wish to inspect the information held

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Hard Copy or WPC Website WPC Councillors and staff	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy / Website - WPC - contact details	Free
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy /Website Annual Governance & Accountability Return	10p / sheet
Finalised budget	Hard Copy Website - Budget and Precept Demand	10p/ sheet
Precept	Hard Copy / Website Budget and Precept Demand	10p/ sheet
Financial Standing Orders and Regulations	Hard Copy Website (Standing Orders)	10p/ sheet
Grants given and received	Hard Copy	10p/ sheet
List of current contracts awarded and value of contract	Hard Copy	10p/ sheet
Members' allowances and expenses	N/A	10p/ sheet

Class 3 – What our priorities are and how we are doing		
Parish Plan	Hard Copy Web Site	10p/ sheet
Annual Report to Parish or Community Meeting	Hard Copy / Website Annual Parish Meeting Archives-	10p/ sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions		
Timetable of meetings (Council, Planning committee)	Website - woolastonparishcouncil.gov.uk	Free
Agendas of meetings (as above)	Website / Hard copy Agenda & Minutes	10p/ sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy Web Site - Full Council Archives - Woolaston Parish Council	10p/ sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p/ sheet
Responses to consultation papers	Hard Copy	10p/ sheet
Responses to planning applications	Hard Copy	10p/ sheet

Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy/Website Procedures and Policies - Woolaston Parish Council	10p/ sheet
Policies and procedures for the provision of services and about the employment of staff: Health and safety policy Policies and procedures for handling requests for information	Hard Copy Procedures and Policies - Woolaston Parish Council	10p/ sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information Security Policy	Not issued	
Data Protection Policy	General Data Protection Regulations - Woolaston Parish Council	10p/ sheet
Schedule of charges (for the publication of information)	Hard Copy/Website Publication Scheme - Woolaston Parish Council	10p/ sheet

Class 6 – Lists and Registers		
Assets Register	Hard copy Website - Asset Register	
Register of members' interests	Hard Copy Website - WPC Councillors and staff	10p/ sheet
Register of gifts and hospitality	Hard Copy	10p/ sheet

Class 7 – The services we offer		
Burial grounds and closed churchyards	Hard Copy Website - Woolaston Cemetery	10p/ sheet
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p/ sheet
Bus shelters	Hard Copy	10p/ sheet
Agency agreements	Hard Copy	10p/ sheet
Services for which the parish council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy / Website Woolaston Cemetery	

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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
Disbursement cost	Photocopying @ ..10p per sheet (black & white)	Charge based on copy cost and admin charge
	Postage*	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority