

WOODTON PARISH COUNCIL

Guide to Information Published Under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Hard copy or website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website – Parish Clerks home details. Meetings at Woodton Village Hall	
Staffing structure	Parish Clerk is the sole employee	
<p>Class 2 – What we spend and how we spend it (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 or website	
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing approval letter	n/a	
Standing Orders and Financial Regulations	Website	
Grants given and received	Contained within minutes published on the website	
List of current contracts awarded and value of contract	Contained within minutes published on the website or hard copy	
Members' allowances and expenses	n/a	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous years as a minimum</p>	Hard copy or website	
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – Annual Parish Meeting minutes	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	Hard copy or website	

Current and previous council year as a minimum		
Timetable of meetings (Council and any committee / sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website and noticeboards	
Minutes of meetings (as above)	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website if applicable	
Responses to consultation papers	Contained within minutes on the website	
Responses to planning applications	Contained within minutes on website and on South Norfolk Council website	
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy or website	
Current information only		
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	Website Website if applicable Contained in minutes on website Website Website	
Policies and procedures for the provision of services and about the employment of staff; Internal instructions to staff and policies relating to the delivery of services Equality policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	n/a Website Website n/a n/a	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	
Class 6 – Lists and registers	Hard copy or website; some information may only be available by inspection	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets register	Website	
Disclosure log (indicating the information that has been provided in response to requests;	n/a	

recommended as good practice, but may not be held by Parish Councils)		
Register of members' interests	Website	
Register of gifts and hospitality	n/a	
Class 7 – The services we offer (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	
Allotments	n/a	
Moorings	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	If applicable website or hard copy	
Seating, litter bins	Hard copy	See schedule of charges
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional information (This will provide Councils with the opportunity to publish information that is not itemised in the lists above)		

Guide reviewed and agreed to retain as is at virtual Parish Council meeting 9th March 2021.