

Information available from Woodplumpton Parish Council under the model publication scheme adopted on the 17th November 2008

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees (Note – <i>Woodplumpton Parish Council does not currently have any Committees</i>)	Newsletter, Website, Notice Boards, Email Hard Copy via Clerk	Free
Contact details for Parish Clerk and Council members	Newsletter, Website, Notice Boards, Email Hard Copy via Clerk	Free
Location of main Council office and accessibility details	Contact the Clerk	Free
Staffing structure	The Clerk is the only employed staff member	N/A

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) Current and previous financial year as a minimum	How the information can be obtained	Cost
Annual return form and report by auditor	Hard Copy from Clerk	See end table
Finalised budget / Precept	Hard Copy from Clerk Website	Free
Borrowing Approval letter	Not applicable to W/P	N/A
Financial Standing Orders and Regulations	Hard Copy from Clerk Email	See end table
Grants given and received	Hard Copy from Clerk	See end table
List of current contracts awarded and value of contract	Hard Copy from Clerk	See end table
Members' allowances and expenses <i>Note – Woodplumpton Parish Council resolved not to pay allowances to Members. Travelling and Subsistence Allowances can be claimed by Members in accordance with the scheme provided by Preston City Council.</i>	If expenses are claimed by a member, a hard copy can be obtained from the Clerk.	See end table

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	Website, Hard Copy from Clerk	See end table
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Newsletter Hard Copy from Clerk	See end table
Quality status – Note - <i>Woodplumpton does not currently have Quality Status</i>	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines Note – <i>Woodplumpton retains a copy of the LCC Parish Charter. Additional copies are available from LCC.</i>	Email from Clerk	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Newsletter, Website, Notice Boards, Email Hard Copy via Clerk	Free
Agendas of meetings (as above)	Website, Notice Boards, Email, Hard Copy via Clerk	Free
Minutes of meetings (as above) – <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	Website, Email, Hard Copy via Clerk	See end table
Reports presented to council meetings - <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	Website, Email, Hard Copy via Clerk	See end table
Responses to consultation papers	Email, Hard Copy via Clerk	See end table
Responses to planning applications	Email, Hard Copy via Clerk	See end table
Bye-laws Note – <i>Woodplumpton does not currently have any bye laws in force</i>	N/A	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference – <i>Not currently applicable</i> Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy via Clerk where information is applicable.	See end table
Policies and procedures for the provision of services and about the employment of staff: 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)	Hard Copy via Clerk.	See end table
Information security policy	Hard Copy via Clerk where information is retained.	See end table
Records management policies (records retention, destruction and archive)	Hard Copy via Clerk where information is retained.	See end table
Data protection policies	Hard Copy via Clerk where information is retained.	See end table
Schedule of charges (for the publication of information)	Website, email, hard copy form Clerk	Free

Class 6 – Lists and Registers	How the information can be obtained	Cost
Currently maintained lists and registers only		
Any publicly available register or list Planning Applications rec'd and recommendations to Planning	Hard copy via Clerk	See end table
Assets Register	Hard copy via Clerk	See end table
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)	Inspection via Clerk	See end table
Register of members' interests	Inspection via Clerk	See end table
Register of gifts and hospitality	Inspection via Clerk	See end table
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	How the information can be obtained	Cost
Allotments	Woodplumpton does not operate any of the services opposite and as such does not produce additional information.	
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
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)		

Contact details:

Parish Clerk – Mrs Julie Buttle
16 Minster Park
Cottam Hall
Preston
PR4 0BY

Tel – 01772 761 637

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Woodplumpton Parish Council resolved that where the fee would be very low – less than £5.00 fees would be waived. In all other instances the actual cost of copies and postage will be charged with staff costs calculated at a rate of £25.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .05p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
Other		

* the actual cost incurred by the public authority