

Information available from Woodborough Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Can be viewed via the parish council's website www.woodboroughpc.org.uk</p> <p>Or contact clerk@woodboroughpc.org.uk</p>	No charge
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>WPC website</p> <p>Not held</p>	No charge
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>WPC website</p> <p>WPC website</p> <p>contact clerk@woodboroughpc.org.uk</p>	No charge
<p>Location of main Council office and accessibility details</p>	WPC website	No charge
<p>Staffing structure</p>	WPC website	No charge

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy or website)</p> <p>Hard copy</p> <p>Hard copy</p>	<p>Detailed under schedule of charges</p>
Statement of accounts and internal audit report in the format included in the Annual Return form	WPC website	No charge
Finalised budget	Hard copy	Detailed under schedule of charges
Precept	WPC website	No charge
Borrowing Approval letter	Hard copy	Detailed under schedule of charges
All items of expenditure above £100	Hard copy	Detailed under schedule of charges
Financial Standing Orders and Regulations	WPC website	No charge
Grants given and received	Hard copy	Detailed under schedule of charges
List of current contracts awarded and value of contract	Hard copy	Detailed under schedule of charges
Members' allowances and expenses	Hard copy	Detailed under schedule of charges
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>(hard copy or website)</p> <p>Hard copy</p>	<p>Detailed under schedule of charges</p>

Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	WPC website	No charge
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	WPC website	No charge
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) Minutes on WPC website	No charge
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	WPC website	No charge
Agendas of meetings (as above)	WPC website	No charge
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	WPC website	No charge
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	Detailed under schedule of charges
Responses to consultation papers	WPC website	No charge
Responses to planning applications	WPC website	No charge
Bye-laws	Not applicable	

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy	Detailed under schedule of charges
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of 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	Detailed under schedule of charges
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	By inspection	No charge

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	By inspection	No charge
Assets register, including details of public land and building assets	Hard copy	Detailed under schedule of charges
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	
Register of members' interests	www.gedling.gov.uk	No charge
Register of gifts and hospitality	By inspection	No charge
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	WPC website	No charge
Burial grounds and closed churchyards	WPC website	No charge
Community centres and village halls	WPC website	No charge
Parks, playing fields and recreational facilities	WPC website	No charge
Seating, litter bins, clocks, memorials and lighting	Not held	
Bus shelters	Not held	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	WPC website	No charge
Additional Information		

Information not itemised in the lists above		

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)	Actual cost *
	Photocopying @20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

Updated Publication Scheme reviewed and adopted by Woodborough PC on February 2nd 2026