

## Woodborough Parish Council

### Information available from Woodborough Parish Council under the model publication scheme

[www.woodboroughpc.org.uk](http://www.woodboroughpc.org.uk)

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>	Website	Free download
Who's who on the Council and its Committees	Website	Free download
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and <a href="mailto:Clerk@woodboroughpc.org.uk">Clerk@woodboroughpc.org.uk</a> 0115 8498195	Free download
Location of main Council office and accessibility details	By appointment only	N/A
Staffing structure	Website	Free download
<b>Class 2 – What we spend and how we spend it</b>	Inspection only	N/A
Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	Free download
Finalised budget	Inspection only	
Precept	Hard Copy	10p per sheet

## Woodborough Parish Council

Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website	Free download
Grants given and received	Inspection only	N/A
List of current contracts awarded and value of contract	Inspection only	N/A
Members' allowances and expenses	Inspection only	N/A
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy	10p per sheet
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Inspection only	N/A
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b>		
Current and previous council year as a minimum	Minutes published on the website; latest minutes published in the Village Newsletter and in the Parish Council notice board	Free download

## Woodborough Parish Council

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free download
Agendas of meetings (as above)	Website	Free download
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Minutes published on the website; latest minutes published in the Village Newsletter and in the Parish Council notice board	Free download
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per sheet
Responses to consultation papers	Hard Copy	10p per sheet
Responses to planning applications	Hard Copy	10p per sheet
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy	10p per sheet
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference	Hard copy	10p per sheet

## Woodborough Parish Council

Delegated authority in respect of officers Code of Conduct Policy statements		
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	10p per sheet
Information security policy	Hard copy	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet
Data protection policies	Hard copy	10p per sheet
Schedule of charges )for the publication of information)	Hard copy	10p per sheet
<b>Class 6 – Lists and Registers</b>	(Hard copy; some information may only be available by inspection)	

## Woodborough Parish Council

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)	Inspection only	
Assets Register	Hard copy	10p per sheet
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)	N/A	
Register of members' interests	Inspection only	N/A
Register of gifts and hospitality	Inspection only	N/A
<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)  Current information only	(Hard copy; some information may only be available by inspection)	
Allotments	Inspection only	
Burial grounds and closed churchyards	Inspection only	
Community centres and village halls	Inspection only	
Parks, playing fields and recreational facilities	Inspection only	
Seating, litter bins, clocks, memorials and lighting	Inspection only	
Bus shelters	N/A	

## Woodborough Parish Council

Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	N/A

**Contact details:**

**The Clerk**  
**4 Knighton Rd**  
**Woodthorpe**  
**Nottingham**                      **NG5 4FL**    **0115 8498195**  
[clerk@woodboroughpc.org.uk](mailto:clerk@woodboroughpc.org.uk)

# Woodborough Parish Council

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10 p per sheet (black & white)	Actual cost 5p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* The actual cost incurred by the public authority