

## Information available from Wolvey Parish Council under the model publication scheme- adopted 15<sup>th</sup> December, 2008

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website</p> <p>Hard Copy – Contact the Clerk</p>	<p>Free</p> <p>10p per A4 sheet</p>
Who's who on the Council and its Committees	<p><a href="http://www.wolvey.org">www.wolvey.org</a> or the village notice board</p>	10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Clerk Margaret Cartwright The Old Post Office Wolds Lane Wolvey Hinckley LE10 3LL</p> <p>01455 220277</p> <p><a href="mailto:parishclerk@wolvey.org">parishclerk@wolvey.org</a></p>	10p per A4 sheet
Location of main Council office and accessibility details	Clerk as above	10p per A4 sheet
Staffing structure	Clerk is only employee	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Website	Free
Current and previous financial year as a minimum	Hard Copy – Contact Clerk	10p per A4 sheet
Annual return form and report by auditor	Website	
Finalised budget	Website- in minutes	
Precept	Website- in minutes	
<del>Borrowing Approval letter</del>	Not applicable	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website (in minutes) or hard copy from the clerk	10p per A4 sheet
List of current contracts awarded and value of contract	On request to the clerk	10p per A4 sheet
<del>Members' allowances and expenses</del>	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	In progress	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Delivered to all homes with newsletter and on the website	
Quality status	Not yet applied	
<del>Local charters drawn up in accordance with DCLG guidelines</del>	None in place yet	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Website</p> <p>Hard Copy – Contact Clerk</p>	<p>Free</p> <p>10p per A4 sheet</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p><a href="http://www.wolvey.org">www.wolvey.org</a> and village notice board</p>	
<p>Agendas of meetings (as above)</p>	<p><a href="http://www.wolvey.org">www.wolvey.org</a> and village notice board 3 clear days before meeting</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p><a href="http://www.wolvey.org">www.wolvey.org</a> or hard copy from the clerk</p>	<p>10p per A4 sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Available at meetings or from the clerk</p>	<p>10p per A4 sheet</p>
<p>Responses to consultation papers</p>	<p>See Minutes</p>	
<p>Responses to planning applications</p>	<p>See Minutes</p>	
<p><del>Bye-laws</del></p>	<p>Not applicable</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p><a href="http://www.wolvey.org">www.wolvey.org</a></p> <p>Hard Copy – Contact Clerk</p>	<p>Free</p> <p>10p per A4 sheet</p>

<p>Policies and procedure for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p><a href="http://www.wolvey.org">www.wolvey.org</a>  or hard copy from the clerk</p>	<p>Free  10p per A4 sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  <del>Recruitment policies (including current vacancies)</del>  Policies and procedures for handling requests for information</p>	<p>Not yet available</p>	
<p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p><a href="http://www.wolvey.org">www.wolvey.org</a>  or from the clerk</p>	<p>Free  10p per A4 sheet</p>
<p><del>Information security policy</del></p>	<p>Not applicable</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Not yet available</p>	
<p>Data protection policies</p>	<p>From the clerk</p>	<p>10p per A4 sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>From the clerk</p>	<p>10p per A4 sheet</p>

<b>Class 6 – Lists and Registers</b>	Website	Free
Currently maintained lists and registers only	Hard Copy – Contact Clerk  (some information may only be available by inspection)	10p per A4 sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	From the clerk	10p per A4 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)	Not applicable	
Register of members' interests	From the clerk	10p per A4 sheet
Register of gifts and hospitality	From the clerk	10p per A4 sheet
<b>Class 7 – The services we offer</b>	Website	Free
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard Copy – Contact Clerk  (some information may only be available by inspection)	10p per A4 sheet
Current information only		
<del>Allotments</del>	Not applicable	
<del>Burial grounds and closed churchyards</del>	Not applicable	
<del>Community centres and village halls</del>	Not applicable	
<del>Parks, playing fields and recreational facilities</del>	Not applicable	
Seating, litter bins, clocks, memorials and lighting	From the clerk	10p per A4 sheet
Bus shelters	From the clerk	10p per A4 sheet
<del>Markets</del>	Not applicable	
<del>Public conveniences</del>	Not applicable	
<del>Agency agreements</del>	Not applicable	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Website :** [www.wolvey.org](http://www.wolvey.org)

**Clerk to Wolvey Parish Council  
Margaret Cartwright  
The Old Post Office  
Wolds Lane  
Wolvey  
LE10 3LL**

**Tel: 01455 220277**

## 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 @ 10p per sheet (black & white)	Actual cost
	Photocopying per sheet (colour)	Actual cost
	Photocopying per larger sheet	Actual cost
	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>		