

Information available from Woodford-cum-Membris Parish Council under the model publication scheme [adopted on 11 November 2008. Effective 01 January 2009]

Information to be published	How/Where Information Available
<p>Class 1 - Who we are and what we do (Organizational information, structures, locations & contacts) This will be current information only</p>	
Contact details for Parish Clerk and Parish Chairman	Website, noticeboards, library, WoW, Clerk.
Location of main Council office and accessibility details	Noticeboards, Clerk see below, library
<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) Current and previous financial year as a minimum</p>	
Annual return and report by [internal & external] auditors	Contact Clerk
Finalised budget	
Precept	
Borrowing Approval letter	
Financial Standing Orders and Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members' allowances and expenses	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	

Parish Plan	Under construction
Annual Report to Parish [in minutes of Annual Electors Meeting - May Month]	website, Clerk, library
Quality status	Not yet assessed
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, committee, and parish)	Clerk, noticeboards
Agendas of meetings (as above)	Clerk, website, WoW, noticeboards.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Clerk, library, website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Clerk
Responses to consultation papers	Clerk
Responses to planning applications	Clerk
Bye-laws	Clerk
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business: Procedural standing orders Planning Committee terms of reference Members' Code of Conduct Policy statements	Clerk
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	Clerk

Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	
Information security policy	
Records management policies (records retention, destruction and archive)	
Data protection policies	
Schedule of charges (for the publication of information)	
Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)
Assets Register	Clerk
Register of members' interests	
Register of gifts and hospitality	
Class 7 – The services we offer (Information about services , including leaflets, guidance & newsletters produced for the public and businesses) Current information only	(some information may only be available by inspection)
Allotments	Clerk
Burial ground	
Community centres and village halls	
Parks, playing fields and recreational facilities	
Seating, litter bins, dog waste bins, memorials, streetlighting	
Bus shelters	
Public conveniences	
Agency agreements	
Police Community Support Officer	
Parish newsletter	
First Responders Team	
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: Gary Smith, The Retreat, High Street, Woodford Halse, NN11 3RQ
Tel: 01327 261169 email: gsmith5208@aol.com

The address of the website referred to above is www.woodford-halse.co.uk. It is not controlled exclusively by the Parish Council.

“WoW” or “Newsletter” refers to the Parish Council newsletter distributed monthly to every household - full title “What’s on in Woodford”.

Noticeboards are situated at Kings Corner, Membris Way waterbridge and the Post-Office window.

SCHEDULE OF CHARGES

Charges may be made as follows

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p per sheet	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)