

Information available from Woolmer Green Parish Council

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 1 - 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	Hard copy from Clerk Notice boards & website	10p per sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from Clerk Notice boards & website	10p per sheet Free
Location of main Council office and accessibility details	Hard copy from Clerk Website	10p per sheet Free
Accessibility details	By appointment	Free
Staffing structure	Hard copy from Clerk	10p per sheet
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		
Annual return form and report by auditor	Hard copy from Clerk	10p per sheet
Finalised budget	Hard copy from Clerk	10p per sheet
Precept	Hard copy from Clerk	10p per sheet
Borrowing Approval letter	Hard copy from Clerk	10p per sheet
Financial Standing Orders and Regulations	Hard copy from Clerk	10p per sheet
Grants given and received	Hard copy from Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	10p per sheet

Members' allowances and expenses	Hard copy from Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy from Clerk Website	10p per sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Clerk	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard copy from Clerk	10p per sheet
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, any committee/sub-committee meetings and parish meetings)	Hard copy from Clerk Notice Boards & website	10p per sheet Free
Agendas of meetings (as above)	Hard copy from Clerk Notice Boards	10p per sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk Notice Boards & website	10p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p per sheet
Responses to consultation papers	Hard copy from Clerk	10p per sheet
Responses to planning applications	Hard copy from Clerk	10p per sheet
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		

<p>Policies and procedures 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>Hard copy from Clerk N/A Hard copy from Clerk Hard copy from Clerk Hard copy from Clerk</p>	<p>10p per sheet 10p per sheet 10p per sheet 10p per 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 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)</p>	<p>Contact the Clerk with any requests for specific policies</p>	<p>10p per sheet</p>
<p>Information security policy</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>Data protection policies</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Available by inspection</p>	<p>Free</p>
<p>Assets Register</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>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)</p>	<p>N/A</p>	
<p>Register of members' interests</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>

Register of gifts and hospitality	Hard copy from Clerk	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Hard copy from Clerk	10p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy from Clerk	10p per sheet
Parks, playing fields and recreational facilities	Hard copy from Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy from Clerk	10p per sheet
Bus shelters	N/A	
Markets	Hard copy from Clerk	10p per sheet
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 from Clerk	10p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs J Pearce, Parish Clerk, Village Hall, Hall Lane, Woolmer Green, Herts SG3 6JG

Tel: 01438 813501

email: clerk@woolmergreenpc.org.uk

website: www.woolmergreenpc.org.uk

Notice Board locations:

Right of The Red Lion, London Road & Village Hall, Hall Lane.

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 by the public authority