

Willoughby Parish Council

PUBLICATION SCHEME

Information available under the Freedom of Information Act 2000 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. Some items are not relevant to the Parish Council and have been marked accordingly.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website	
List of Council members and their responsibilities as well a list of Council Committees	Website	
Details of any representation on local public bodies	Website	
Postal and email address	Website	
Contact details for Parish Clerk and Council members	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Not relevant to WPC	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	
Finalised budget	Website	
Precept based on budget submitted	Website	
Borrowing Approval letter	Not relevant to WPC	
All items of expenditure above £100	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	Website	

Members' allowances and expenses	Not relevant to WPC	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum	Website	
Annual governance statement in format included in the Annual Return form	Website	
Neighbourhood/Parish Plan	Website	
Annual Report to Parish or Community Meeting	Website	
Quality status	Not held	
Local charters drawn up in accordance with Department for Levelling Up, Housing and Communities guidelines	Not relevant to WPC	
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	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	
Responses to consultation papers	Website – via minutes	
Responses to planning applications	Website – via minutes	
Bye-laws	Not relevant to WPC	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only	Website	
Policies and procedures for the conduct of Council business:		
<ul style="list-style-type: none"> ● Procedural standing orders ● Committee and sub-committee terms of reference 	Website Not relevant to WPC	

<ul style="list-style-type: none"> • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Website</p> <p>Website</p> <p>Website</p>	
<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) 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Not relevant to WPC</p> <p>Website</p> <p>Website</p>	
<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 policies</p>	<p>Website</p> <p>Website</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Not relevant to WPC</p>	
<p>Information legally required to hold in publicly available registers</p>	<p>Not relevant to WPC</p>	
<p>Assets register, including details of public land and building assets</p>	<p>Website</p>	
<p>Disclosure log indicating the information provided in response to Freedom of Information Act and Environmental Information Regulation requests.</p>	<p>Hard copies</p>	<p>£10</p>
<p>Register of members' interests</p>	<p>Website</p>	
<p>Register of gifts and hospitality</p>	<p>Not relevant to WPC</p>	
<p>Class 7 – The Services we Offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Please note other services are available in the village but, although they do not fall within the remit of the Parish Council, they are publicised on the website</p> <p>Current information only</p>	<p>Website</p>	
<p>Allotments</p>	<p>Website</p>	
<p>Burial grounds and closed churchyards</p>	<p>Not relevant to WPC</p>	

Community centres and village halls	Not relevant to WPC	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Website	
Markets	Not relevant to WPC	
Public conveniences	Not relevant to WPC	
Agency agreements	Not relevant to WPC	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not relevant to WPC	
Additional Information Information not itemised in the lists above	Not relevant to WPC	

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1 per sheet (black & white)	Actual cost
	Photocopying @ £2 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		