

Information available from Woodhall Spa Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Council Details		
Contact details for Parish Clerk and Council members	Website	Free
Who's who on the Council and its Committees	Website	Free
Location of main Council office and accessibility details	Website / Notice Board	Free
Financial Information		
Current and previous financial year budget spreadsheet	Website	Free
Annual return form and report by auditor	Hard Copy	10p / sheet
Finalised budget	Website	Free
Precept	Website	Free
Financial Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard Copy	10p
Chairman's allowance	Hard Copy	10p
Other Documents		
Parish Plan	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	Website	Free
Minutes of standard and planning meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free

Agenda of meetings	Website	Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p / sheet
Responses to consultation papers	Hard copy	10p / sheet
Responses to planning applications	Hard copy	10p / sheet
Policies and procedures (Current information only)		
Procedural standing orders Code of Conduct Policy statements	Website	Free
Internal policies relating to the delivery of services: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures	Website Need these policies	Free
Records management policies (records retention, destruction and archive)	Hard Copy	10p
Data protection policies	Need this	
Schedule of charges for the publication of information	Website	Free
Lists and Registers (Currently maintained lists and registers only)	(some information may only be available by inspection)	
Assets Register	Hard Copy	10p
Register of members' interests	Hard Copy	10p
Register of gifts and hospitality	Hard Copy	10p
The services we offer		
Burial grounds and closed churchyards	Inspection Only	Free
Seating, litter bins, clocks, memorials and lighting	Details available from Clerk	Free

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free

**Contact details: Mrs Amanda Bushell (Parish Clerk),
Parish Council Offices
17 Stanhope Avenue
Woodhall Spa
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LN10 6SP**

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	To cover cost of paper & ink (same cost for black and white or colour)
	Postage	Actual cost of Royal Mail standard 2 nd class