

**Information available from
SHADWELL PARISH COUNCIL
under the model publication scheme: 2016/2017**

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		<p>All items 15p per A4 sheet</p>
Who's who on the Council and its Committees	Hard copy or email	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or email	
Location of main Council office and accessibility details	Hard copy or email	
Staffing structure	Clerk only	
<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)</p>		
Annual Income and Expenditure Accounts	Hard copy or email	
Annual return form	Hard copy	

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Report by Auditor	Hard copy	
Finalised budget	Hard copy or email	
Precept	Hard copy or email	
Borrowing Approval letter	Hard copy or email	
Financial Standing Orders and Regulations	Hard copy or email	
Grants given and received	Hard copy or email	
List of current contracts awarded and value of contract	Hard copy or email	
Members' allowances and expenses	Non payable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy or email	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Hard copy or email	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy or email	
Agendas of meetings (as above)	Hard copy or email	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy or email	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy or email	
Responses to consultation papers	Hard copy or email	
Responses to planning applications	Hard copy or email	

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Bye-laws	Non existing	
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy or email Hard copy or email Hard copy or email Hard copy Hard copy	
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 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)	Hard copy Hard copy Hard copy Hard copy or email Hard copy or email Hard copy or email	
Information security policy	Hard copy or email	
Records management policies (records retention, destruction and archive)	Hard copy or email	
Data protection policies	Hard copy or email	
Schedule of charges (for the publication of information)	Hard copy or email	

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Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy or email	
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)	Hard copy or email	
Register of members' interests	Hard copy or email	
Register of gifts and hospitality	Hard copy or email	
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 or email	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Hard copy or email	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	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	
Newsletters	Hard Copy or email	

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<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

SHADWELL PARISH COUNCIL

Clerk to the Parish Council : Mrs L Hoff

ADDRESS and Phone Number

2 Parklands Crescent

Bramhope

Leeds

LS16 9AQ

0113 2037662

clerk@shadwell-parish-council.org

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost 15p
	Email	Free of charge
	Photocopying @ 30p per sheet (colour)	Actual cost 30p
	Email	Free of charge
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		