

## Information available from SHADWELL PARISH COUNCIL under the Model Publication Scheme: 2024

<b>Information to be published</b> – as noted in the Model Publication Scheme, the majority of the information listed below is available on Shadwell Parish Council’s website <a href="http://shadwell-parish-council.org">shadwell-parish-council.org</a> - please check there first.	<b>How the information can be obtained</b> (see Page 5 for contact details)	<b>Cost</b> (see schedule Page 6)
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
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)	Hard copy or email	
Location of main Council office and accessibility details	Hard copy or email	
Staffing structure	Clerk only	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual Income and Expenditure Accounts	Hard copy or email	
Annual return form	Hard copy	
Report by Auditor	Hard copy	
Finalised budget	Hard copy or email	
Precept	Hard copy or email	
Borrowing Approval letter	Hard copy or email	

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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	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Four- year 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	

<b>Class 4 – How we make decisions</b> (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	
Bye-laws	None	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>		
<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 or email  Hard copy or email  Hard copy or email  Hard copy  Hard copy</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>Hard copy  Hard copy  Hard copy  Hard copy or email  Hard copy or email  Hard copy or email</p>	
<p>Information security policy</p>	<p>Hard copy or email</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy or email</p>	
<p>General Data Protection Regulation policies and privacy notices</p>	<p>Hard copy or email</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy or email</p>	

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<b>Class 6 – Lists and Registers</b> 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	

<b>Class 7 – The services we offer</b> (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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<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
	None	

**Information can be requested by contacting:**

Mr M. S. Woods  
 Clerk to Shadwell Parish Council  
 33 Weetwood Lane  
 Leeds  
 LS16 5NW

Tel: 0775 171 8483

or by emailing: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)

## SCHEDULE OF CHARGES

This section describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fees</b>		In accordance with the relevant legislation
<b>Other</b>		To reflect actual cost