Information available from WOLLASTON Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website or hard copy.	See schedule of charges
Who's who on the Council and its Committees	Website or hard copy.	
Contact details for Parish Clerk and Council members	Website or hard copy.	
Location of main Council office and accessibility details	Website or hard copy.	
Staffing structure	Not applicable.	
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	Website or hard copy.	
Annual return form Report by auditor	Hard copy. Website or hard copy.	
Finalised budget	Website or hard copy.	
Precept	Website or hard copy.	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website or hard copy.	
Grants given and received	Website or hard copy.	
List of current contracts awarded and value of contract	Hard copy.	
Members' allowances and expenses	Not applicable.	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy.	
Parish Plan (current and previous year as a minimum)	Not undertaken	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website or hard copy.	
Quality status	Not applied for	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Village Design Statement	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Current year – website. Previous years - hard copy.	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website.	
Agendas of meetings	Website or hard copy.	
Minutes of meetings– NB this will exclude information that is properly regarded as private to the meeting.	Website or hard copy.	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy.	
Responses to consultation papers	Hard copy.	
Responses to planning applications	Website or hard copy.	
Bye-laws	Hard copy.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website or hard copy.	

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	 Website or hard copy. Website or hard copy. Website or hard copy. Website or 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)	 No defined policy Website or hard copy. Website or hard copy. No defined policy As per this schedule Website or hard copy.	
Information security policy	No defined policy	
Records management policies (records retention, destruction and archive)	Website or hard copy.	
Data protection policies	No defined policy	
Schedule of charges (for the publication of information)	As detailed in this schedule	
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)	Not applicable	
Assets Register	Hard copy.	
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.	
Register of members' interests	Hard copy.	
Register of gifts and hospitality	Hard copy.	

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	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website or hard copy.	
Seating, litter bins, clocks, memorials and lighting	Hard copy.	
Bus shelters	Hard copy.	
Markets	Not applicable.	
Public conveniences	Not applicable	
Agency agreements	Hard copy.	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

Contact details: Clerk – Mrs Suzanne Grant
Village Hall
52 High Street
Wollaston
NN29 7QQ
Telephone: 07856 203260
clerk@wollastonparishcouncil.gov.uk

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 @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class

Search Fees	Searching archives and files.	First hour free of charge, thereafter hourly rate of £10.00 will be charged. Motor mileage at £1.00 per mile.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Signed…….
Chair, Wollaston Parish Council

Date: ……

Reviewed July 2026
Next Review July 2028