# Information available from Walton 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** | Walton Parish Council<br>Walton Village Hall<br>School Lane, Walton,<br>Wakefield WF2 6PA<br><br>Website: **www.waltonparishcouncil.org.uk**<br>e-mail: waltonparishcouncil@gmail.com<br>Tel: 07414 257902 | |
| Location of main Council office and accessibility details: | The Council Office is at the residence of the Clerk. Information can be obtained by applying to the Clerk to the Parish Council in writing or by e-mail.<br>Hard copies of information will be provided by post.<br><br>Original documents for inspection will be made available by appointment with the Clerk at the Village Hall, School Lane, Walton WF2 6PA . | No charge<br>**Charge A:** 10p/A4 sheet + postage<br>**Charge B:** £5.00 per appointment |
| Who's who on the Council and its Committees | Parish Council Notice board<br>Website<br>e-mail<br>Hard copies available from the Clerk on request. | No charge<br>Charge A |
| Responsible Officer | Marianne Haworth (Clerk to the Parish Council) | |
| Staffing structure | Hard copies available from the Clerk on request. | Charge A |
| **Class 2 – What we spend and how we spend it** | | |

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| (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Limited to current and previous financial year. | | |
| Annual return form and report by auditor | Displayed on Parish Notice Board for at least 14 days after receipt.<br>Website for last 5 financial years<br>Hard copies available from the Clerk on request. | <br><br>No charge<br>Charge A |
| Finalised budget | Website<br>Via e-mail<br>Hard copies available from the Clerk on request. | <br><br>No charge<br>Charge A |
| Precept | Website<br>Hard copies available from the Clerk on request. | No charge<br>Charge A |
| Borrowing Approval letter | N/A | |
| Financial Standing Orders and Regulations | Website<br>Via e-mail.<br>Hard copies available from the Clerk on request. | <br><br>No charge<br>Charge A |
| Grants given and received | Hard copies available from the Clerk on request. | Charge A |
| List of current contracts awarded and value of contract | Hard copies available from the Clerk on request. | Charge A |
| Members' allowances and expenses | Hard copies available from the Clerk on request. | Charge A |
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| **Class 3 – What our priorities are and how we are doing**<br>(Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| ~~Parish Plan (current and previous year as a minimum~~) | N/A | |
| Annual Report to Parish Meeting (current and previous year as a minimum) | Website<br>Via e-mail.<br>Hard copies available from the Clerk on request. | <br><br>No charge<br>Charge A |

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| ~~Quality status~~ | N/A | |
| ~~Local charters drawn up in accordance with DCLG guidelines~~ | N/A | |
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| **Class 4 – How we make decisions**<br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum | Website<br>Via e-mail.<br>Hard copies available from the Clerk on request. | <br>No charge<br>Charge A |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Parish Council Noticeboards<br>Website.<br>Via e-mail.<br>Hard copies available from the Clerk on request. | <br><br>No charge<br>Charge A |
| Agendas of meetings (as above) | Parish Council noticeboard<br>Website.<br>Agendas are distributed to Council Members, Ward 5 District Council members<br>Via e-mail.<br>Hard copies available from the Clerk on request. | <br><br><br><br>No charge<br>Charge A |
| Minutes of meetings (as above) – NB this excludes information that is properly regarded as private to the meeting. | Website.<br>Copies are lodged after the meeting at which they are approved.<br>Via e-mail.<br>Hard copies available from the Clerk on request. | <br><br><br><br>No charge<br>Charge A |
| Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. | Hard copies available from the Clerk on request. | Charge A |
| Responses to consultation papers | Published in the monthly Council Minutes.<br>Via e-mail.<br>Hard copy available from the Clerk on request. | <br>No charge<br>Charge A |
| Summary lists of planning applications | Presented to each Council Meeting.<br>Via e-mail.<br>Hard copy available from the Clerk on request. | <br>No charge<br>Charge A |

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| Responses to planning applications | Published in the monthly Council Minutes.<br>Via e-mail.<br>Hard copy available from the Clerk on request. | <br>No charge<br>Charge A |
| ~~Bye-laws~~ | N/A | |
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| **Class 5 – Our policies and procedures**<br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only | (hard copy or website) | |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br><br><br>~~Committee and sub-committee terms of reference~~<br>Delegated authority in respect of officers<br><br><br>Code of Conduct<br><br><br>Acceptance of Office<br><br>Policy statements | <br>Website.<br>Via e-mail.<br>Hard copy available from the Clerk on request.<br>N/A<br>Standing Orders & Minutes<br>Via e-mail.<br>Hard copy available from the Clerk on request.<br>Website<br>Via e-mail.<br>Hard copy available from the Clerk on request.<br>These can be inspected by appointment with the Clerk.<br>Hard copy available from the Clerk on request.<br>Not formulated | <br><br>No charge<br>Charge A<br><br><br>No charge<br>Charge A<br><br>No charge<br>Charge A<br>Charge B<br>Charge A |
| Policies and procedures for the provision of services and about the employment of staff: | | |

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| Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br><br>Safeguarding policy<br>Website Accessibility Statement<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Not formulated<br>Not formulated<br>Not formulated<br>Not formulated<br><br>As per this Guide<br><br>Website<br>Via e-mail<br>Hard copy available from the Clerk on request | <br><br><br><br><br><br><br>No charge<br>Charge A |
| Information security policy | Website<br>Via e-mail<br>Hard copy available from the Clerk on request | <br>No charge<br>Charge A |
| Records management policies (records retention, destruction and archive) | Via e-mail<br>Hard copy available from the Clerk on request | No charge<br>Charge A |
| Data protection policies | Conforming to the Data Protection Act 2018 | |
| Schedule of charges (for the publication of information) | As per this Guide & see below | |
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| **Class 6 – Lists and Registers**<br><br>Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| ~~Any publicly available register or list~~ (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | N/A | |
| Assets Register (as at the end of the last financial year) | Website<br>Via e-mail.<br>Hard copy available from the Clerk on request. | <br>No charge<br>Charge A |

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| ~~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) | N/A | |
| Register of members' interests | These can be inspected by appointment with the Clerk. | Charge B |
| Register of gifts and hospitality | These can be inspected by appointment with the Clerk. | Charge B |
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| **Class 7 – The services we offer**<br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | (hard copy or website; some information may only be available by inspection) | |
| ~~Allotments~~ | N/A | |
| ~~Burial grounds and closed churchyards~~ | N/A | |
| Community centres and village halls | Website.<br>Via e-mail.<br>Hard copy available from the Clerk on request. | <br>No charge<br>Charge A |
| Parks, playing fields and recreational facilities | See assets register. | |
| Seating, litter bins, clocks, memorials and lighting | See assets register. | |
| Bus shelters | See assets register. | |
| ~~Markets~~ | N/A | |
| ~~Public conveniences~~ | N/A | |
| ~~Agency agreements~~ | N/A | |
| ~~A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)~~ | N/A | |
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| **Additional Information** | | |
| Terms & conditions of Employment (subject to the provisions of the Data Protection Act) | These can be inspected by appointment with the Clerk. | Charge B |
| Job Descriptions | These can be inspected by appointment with the Clerk. | Charge B |
| Grievance Procedure | e-mail | No charge |

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| | Hard copies available from the Clerk on request. | Charge A |
| Disciplinary Procedure | e-mail<br>Hard copies available from the Clerk on request. | No charge<br>Charge A |
| Procedure for Co-option of Councillors to fill a vacancy | Website<br>e-mail<br>Hard copies available from the Clerk on request. | <br>No charge<br>Charge A |
| Internal Auditor's report | Hard copies available from the Clerk on request. | Charge A |
| Receipt/Payment Summaries - Limited to current and previous financial year. | Presented to Council monthly at Council meetings.<br>e-mail<br>Hard copies available from the Clerk on request. | <br>No charge<br>Charge A |
| Bank Statements from all accounts - Limited to current and previous financial year. | Hard copies available from the Clerk on request. | Charge A |
| Receipt books of all kinds - Limited to current and previous financial year. | These can be inspected by appointment with the Clerk. | Charge B |
| Monitor of Income and Expenditure against Budget in Summary Form | Presented to Council three times per year.<br>e-mail<br>Hard copy available from the Clerk on request. | <br>No charge<br>Charge A |
| Risk Assessments | These can be inspected by appointment with the Clerk. | Charge B |
| Play Area Safety Annual Inspection Report | These can be inspected by appointment with the Clerk. | Charge B |
| Annual Accounts and supporting information | Website<br>e-mail<br>Hard copy available from the Clerk on request. | <br>No charge<br>Charge A |
| Minute Books | These can be inspected by appointment with the Clerk. | Charge B |
| List of Deeds | These can be inspected by appointment with the Clerk. | Charge B |
| VAT records - limited to the last financial year | These can be inspected by appointment with the Clerk. | Charge B |
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**Contact details:**

Clerk to the Council
Walton Parish Council
Walton Village Hall,
School Lane, Walton,
Wakefield WF2 6PA

e-mail: waltonparishcouncil@gmail.com
Tel: 07414 257902

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** | **CHARGE A** | Photocopying @10p per A4 sheet (black & white) +postage | Cost of photocopying at Staples (5p/side)<br>Actual cost of Royal Mail standard 2nd class |
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| | **CHARGE B** | Appointment | Petrol costs for appointment. |
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| | **CHARGE C** | Photocopying @ 58p per A4 sheet (colour)<br>+ postage | Cost of photocopying at Staples (29p/side)<br>Actual cost of Royal Mail standard 2nd class |
| **Statutory Fee** | | | In accordance with the relevant legislation |
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| **Other** | | | |
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