

## Information available from Walton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>	Walton Parish Council Walton Village Hall School Lane, Walton, Wakefield WF2 6PA  Website: <a href="http://www.waltonparishcouncil.org.net">www.waltonparishcouncil.org.net</a> e-mail: <a href="mailto:waltonparishcouncil@gmail.com">waltonparishcouncil@gmail.com</a> 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. Hard copies of information will be provided by post.  Original documents for inspection will be made available by appointment with the Clerk at the Village Hall, School Lane, Walton WF2 6PA .	No charge <b>Charge A:</b> 10p/A4 sheet + postage <b>Charge B:</b> £5.00 per appointment
Who's who on the Council and its Committees	Parish Council Notice board Website e-mail Hard copies available from the Clerk on request.	No charge Charge A
Responsible Officer	Marianne Haworth (Clerk to the Parish Council)	
Staffing structure	Hard copies available from the Clerk on request.	Charge A

<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) 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. Hard copies available from the Clerk on request.	Charge A
Finalised budget	Website Via e-mail Hard copies available from the Clerk on request.	No charge Charge A
Precept	Website Hard copies available from the Clerk on request.	Charge A
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Via e-mail. Hard copies available from the Clerk on request.	No charge 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
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	

Annual Report to Parish Meeting (current and previous year as a minimum)	Website Via e-mail. Hard copies available from the Clerk on request.	No charge Charge A
Quality status	N/A	
<del>Local charters drawn up in accordance with DCLG guidelines</del>	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website. Via e-mail. Hard copies available from the Clerk on request.	No charge Charge A
Agendas of meetings (as above)	Website. Agendas are distributed to Council Members, Ward 5 District Council members and the Press one week before the next meeting. Via e-mail. Hard copies available from the Clerk on request.	No charge Charge A
Minutes of meetings (as above) – NB this excludes information that is properly regarded as private to the meeting.	Website. Copies are lodged at Walton Library, The Grove, Shay Lane, Walton WF2 6LD after the meeting at which they are approved. Via e-mail. Hard copies available from the Clerk on request.	No charge 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. Via e-mail. Hard copy available from the Clerk on request.	No charge Charge A

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

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Not formulated	
Equality and diversity policy	Not formulated	
Health and safety policy	Not formulated	
Recruitment policies (including current vacancies)	Not formulated	
Policies and procedures for handling requests for information	As per this Guide	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Via e-mail Hard copy available from the Clerk on request	No charge Charge A
Information security policy	Not formulated	
Records management policies (records retention, destruction and archive)	Not formulated	
Data protection policies	Conforming to the Data Protection Act 2003	
Schedule of charges (for the publication of information)	As per this Guide & see below	
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
<del>Any publicly available register or list</del> (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 Via e-mail. Hard copy available from the Clerk on request.	No charge Charge A
<del>Disclosure log</del> (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
<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	(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. Via e-mail. Hard copy available from the Clerk on request.	No charge 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	
<b>Additional Information</b>		
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 Hard copies available from the Clerk on request.	No charge Charge A
Disciplinary Procedure	e-mail	No charge

	Hard copies available from the Clerk on request.	Charge A
Procedure for Co-option of Councillors to fill a vacancy	Website e-mail Hard copies available from the Clerk on request.	No charge 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. e-mail Hard copies available from the Clerk on request.	No charge 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. e-mail Hard copy available from the Clerk on request.	No charge 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 e-mail Hard copy available from the Clerk on request.	No charge 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

**Contact details:**

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

e-mail: [waltonparishcouncil@gmail.com](mailto: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.

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