Woodbury Parish Council

Information to be published	How the information can be obtained	Cost Per Sheet
Class1 - Who we are and what we do. (Organisational information, structures, locations, and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy or website)	10p/20p
Who's who on the Council and its Committees	(hard copy or website)	10p/20p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy or website)	Free
Location of main Council office and accessibility details	(hard copy or website)	Free
Staffing structure	(hard copy or website)	10p/20p
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	(hard copy or website)	10p/20p
Annual return form and report by auditor	(hard copy or website)	10p/20p
Finalised budget	(hard copy or website)	10p/20p
Precept	(hard copy or website)	10p/20p
Borrowing Approval letter (currently not applicable)	(hard copy or website)	10p/20p
Financial Standing Orders and Regulations	(hard copy or website)	10p/20p
Grants given and received	(hard copy or website)	10p/20p
List of current contracts awarded and value of contract	(hard copy)	10p/20p
Members' allowances and expenses	(hard copy)	10p/20p

Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	10p/20p
Parish Plan (current and previous year as a minimum)	In production	
Annual Report to Parish (current and previous year as a minimum)	(hard copy or website)	10p/20p
Quality status	Currently N/A	
Local charters drawn up in accordance with DCLG guidelines	-	-
Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	10p/20p
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(hard copy or website)	10p/20p
Agendas of meetings (as above)	(hard copy or website)	10p/20p
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	(hard copy or website)	10p/20p
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	(hard copy)	10p/20p
Responses to consultation papers	(hard copy or website)	10p/20p
Responses to planning applications	(hard copy or website)	10p/20p
Byelaws	(hard copy or website)	10p/20p
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	10p/20p
Policies and procedures for the conduct of council business: Procedural standing orders	(hard copy or website)	10p/20p

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services. Equality and diversity policy Health and safety policy Complaints procedures (including those covering requests for information and operating the publication scheme)	(hard copy or website)	10p/20p
Records management policies (records retention, destruction, and archive)	(hard copy or website)	10p/20p
Data protection policies	(hard copy or website)	10p/20p
Schedule of charges (for the publication of information)	(hard copy or website)	10p/20p
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	10p/20p
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(hard copy or website)	10p/20p
Assets Register	(hard copy or website)	10p/20p
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 website)	10p/20p

Register of Members' Interests	(hard copy or website)	10p/20p
Register of gifts and hospitality	(hard copy)	10p/20p
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	(hard copy or website; some information may only be available by inspection)	10p/20p
Allotments	(hard copy or website)	10p/20p
Burial grounds and closed churchyards	Not applicable	-
Community centres and village halls	Not applicable	-
Parks, playing fields and recreational facilities	(hard copy or website)	10p/20p
Seating, litter bins, clocks, Memorials, and lighting	(hard copy or website)	10p/20p
Bus shelters	(hard copy or website)	10p/20p
Markets	Not applicable	-
Public conveniences	(hard copy or website)	10p/20p
Agency agreements	(hard copy or website)	10p/20p
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	(hard copy or website)	10p/20p

Contact details:

Clerk to the Council:

Mrs. Anne-Marie Bates
Woodbury Parish Council Offices,
Greenside, Greenway,
Woodbury, Devon EX5 1LP

Telephone: 01395 233791
Website: woodburyparishcouncil.gov.uk
Email: clerk@woodburyparishcouncil.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 @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Viewing information @ £25 per hour	Actual cost

* the actual cost incurred by the public authority

Approved at the Full Council Meeting 13th November 2024 and reviewed annually.