

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	Nil
Who's who on the Council and its Committees	Website http://www.welfordvillage.co.uk/about-the-council.html	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk to Welford Parish Council Ian Kelly 6 The Leys Welford NN6 6HS Tel: 01858 575785 welfordpcclerk@btinternet.com Contact details for other members can be obtained from the website or by contacting the Clerk http://www.welfordvillage.co.uk/about-the-council.html	Nil
Location of main Council office and accessibility details	Personal meetings	

The Council does not have an office, all files are maintained by the Clerk. Meetings are held in the Village Hall on the last Thursday of each month except August and November when there are no meetings and the December meeting is the first Thursday	arranged with prior notice via the Clerk	Nil
Staffing structure	Clerk and Parish Technician answerable to the Chair, Vice Chair and Welford Parish Council	Nil
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	Information available on the website with more detailed information via the website	Nil
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	Website	Nil
Members' allowances and expenses	Website	Nil
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	Nil

Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Website	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Nil
Quality status		Nil
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	Website	Nil
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Nil
Agendas of meetings (as above)	Website	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Contact the Clerk	TBA
Responses to consultation papers	Website	Nil
Responses to planning applications	Website	Nil
Bye-laws	Website	Nil
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
	Website	Nil

Current information only		
<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>	Website	Nil
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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>No defined policy</p> <p>On file On file On file Website Website</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p>
Information security policy	Website	Nil
Records management policies (records retention, destruction and archive)	Website	Nil
Data protection policies	Website	Nil
Schedule of charges (for the publication of information)	No defined policy	TBA
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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)	Website	Nil
Assets register	Website	Nil
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)	Clerk	TBA
Register of members' interests	DDC Website	Nil
Register of gifts and hospitality	Clerk	TBA
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)	
Allotments	N/A	
Burial grounds and closed churchyards	Clerk	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Clerk	
Seating, litter bins, clocks, memorials and lighting	Clerk	
Bus shelters	Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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Contact details: Ian Kelly, Clerk to Welford Parish Council
6 The Leys, Welford NN6 6HS welfordpcclerk@btinternet.com

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 @ ..p per sheet (black & white)	Actual cost to be advised
	Photocopying @ ..p per sheet (colour)	Actual cost to be advised
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the Data Protection Act 2018 where applicable
Other		

* the actual cost incurred by the public authority