

Information available from Woburn Sands Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy from office and/or website)</p> <p>Minutes of the previous month, current agendas and any relevant notices will be placed on the notice board, High Street, Woburn Sands</p>	10 p
Who's who on the Council and its Committees	Hard copy from office or website	10 p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website) Notice Board High Street	10 p
Location of main Council office and accessibility details	(hard copy and/or website)	10 p
Staffing structure	(hard copy and/or website)	10 p
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	10 p
Annual return form and report by auditor	Hard copy from office	10 p
Finalised budget	Hard copy from office	10 p
Precept	Hard copy from office	10 p
Borrowing Approval letter (N/A)	Hard copy from office	10 p
Financial Standing Orders and Regulations	Hard copy from office	10 p

Grants given and received	Hard copy from office	10 p
List of current contracts awarded and value of contract	Contracts hard copy from office	10 p
Members' allowances and expenses	Hardcopy from office	10 p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy	
Parish Plan (in process)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(Minutes can be obtained as (hard copy or website)	10 p per sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy	10 p
Agendas of meetings (as above)	hard copy or website	10 p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy or website	10 p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from office	10 p
Responses to consultation papers	Hard copy from office	10 p
Responses to planning applications	Hard copy from office	10 p
Bye-laws	Hard copy from office	10 p

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard copy	10 p per sheet
<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>	Office Website or office Office	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	All items from the office	10p per sheet
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges)for the publication of information)		
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	(hard copy; 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)	office	10 p

Assets Register	office	10 p
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)	office	10 p
Register of members' interests	office	10 p
Register of gifts and hospitality	office	10 p
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	N/A	
Community centres and village halls	Office	
Parks, playing fields and recreational facilities	Office	
Seating, litter bins, clocks, memorials and lighting	Office	
Bus shelters	Office	
Markets	N/A	
Public conveniences	Office	
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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Please Note that all charges are at 10 pence per sheet of information		
Contact details: Mrs Alison Jordan, Telephone 01908 585368 Woburn Sands Town Council, The Memorial Hall, 4 High Street, Woburn Sands MK17 8RH a.jordan@wstc.org.uk		

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10 p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Employees time if having to search archived material for information	

* the actual cost incurred by the public authority

[model-publication-scheme.pdf \(ico.org.uk\)](#)