

Information available from Woodnewton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost All copying 10p per copy
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Woodnewtonhub.co.uk/parishcouncil/administration Parish Noticeboard Hard copies from Parish Office/Clerk clerk@woodnewtonparish.gov.uk No Council Office. Clerk works from home	
Contact details for Parish Clerk and Council members		
Location of main Council office and accessibility details		
Staffing structure (Clerk is the only employee)		
Class 2 – What we spend and how we spend it		
`Annual return form and report by auditor (Website)	Hard Copies available from Parish Clerk or on Parish Council Website	
Finalised budget (Website and Minutes)		
Precept (Website and Minutes)		
Borrowing Approval letter N/A		
Financial Standing Orders and Regulations (Website)		
Grants given and received (Minutes)		
List of current contracts awarded and value of contract (Available from Clerk)		
Members' allowances and expenses (Minutes)		

Class 3 – What our priorities are and how we are doing		
Parish Plan	Web-site Hard copy in Parish Office/Clerk address	Free
Annual Reports to Parish or Community Meeting	Web-site Hard copies in Parish Office/Clerk address	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Meetings held on the first Monday of every month, except August 8.00pm in The Village Hall. Confirmed in prior months minutes.	
Agendas of meetings (as above)	Web-site Parish Noticeboard Hard copies in Parish Office/via clerk	
Minutes of meetings (as above)	Web-site Hard copies in Parish Office/via clerk	
Reports and documents presented to council meetings	Hard copies in Parish Office/at clerk address, presented to councillors 3 days before meeting	

Responses to consultation papers	N/A	
Responses to planning applications	In minutes, as above	
Bye-laws	N/A	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard copies in Parish Office/clerk address and on Website</p> <p>Hard copies in Parish Office/clerk address and on Website</p> <p>N/A</p> <p>Hard copies in Parish Office and on Website</p> <p>Hard copies in Parish Office/clerk address and on Website</p>	
<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>N/A</p> <p>N/A</p> <p>Hard copy and website</p> <p>Hard copy and website</p> <p>Website when applicable</p> <p>Hard copy and website</p> <p>Hard copy via clerk and on website</p>	
Information security policy	Registered with Data Protection	
Records management policies (records retention, destruction and archive)	Policy on website/via clerk address	
Data protection policies	Policy on website. Registered with Data Protection	

Schedule of charges (for the publication of information)	Model Publication Scheme	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	None	
Assets Register	Hard copy on website/via clerk	
Disclosure log	None	
Register of members' interests	Hard copies with East Northants Council	
Register of gifts and hospitality	None	
Class 7 – The services we offer		
Current information only		
Allotments	Parish Office/Via clerk or allotments manager	
Burial grounds and closed churchyards	Via the clerk	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Web-site	
Seating, litter bins, clocks, memorials and lighting	Parish Office/via clerk	
Bus shelters	Parish Office.via clerk	
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	

Additional Information		
-------------------------------	--	--

Contact Details

Amy Miller
 Clerk/Responsible Financial Officer
 25 Main Street
 Woodnewton
 PE8 5EB

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 * 10p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

**Signed Cllr P Blackmore
 (Chairman)
 Reviewed March 2026**

Date 02 May 2025