

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

	<b>How the information can be obtained</b> (Website and/or hard copy)	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p per page
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Free 10p per page
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website Hard copy – contact Clerk	Free 10p per page
Finalised budget	Website Hard copy – contact Clerk	Free 10p per page
Precept	Website Hard copy – contact Clerk	Free 10p per page
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p per page
Grants given and received	Website Hard copy – contact Clerk	Free 10p per page
List of current contracts awarded and value of contract	Website Hard copy – contact Clerk	Free 10p per page
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	Website Hard copy – contact Clerk	Free 10p per page
Annual Report to Parish Meeting	Website Hard copy – contact Clerk	Free 10p per page

<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Website Hard copy – contact Clerk	Free 10p per page
Agendas of meetings	Website Hard copy – contact Clerk	Free 10p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p per page
Responses to consultation papers	Website Hard copy – contact Clerk	Free 10p per page
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p per page
<b>Class 5 – Our policies and procedures</b>		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Delegated authority in respect of officers Code of Conduct	Website Hard copy – contact Clerk	Free 10p per page
<u>Policies and procedures for the provision of services and about the employment of staff:</u> Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	Free 10p per page
Data protection policies	Website Hard copy – contact Clerk	Free 10p per page

<b>Class 6 – Lists and Registers</b>		
Assets Register	Website Hard copy – contact Clerk	Free 10p per page
Register of members' interests	Website Hard copy – contact Clerk	Free 10p per page
<b>Class 7 – The services we offer</b>		
Allotments	Website Hard copy – contact Clerk	Free 10p per page
Community centres and village halls	Website Hard copy – contact Clerk	Free 10p per page
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free 10p per page

#### SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per page (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 1st class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

#### **Contact details:**

Dennis Aitchison  
Clerk to Warmsworth Parish Council  
24 Cranwell Road  
Cantley  
Doncaster  
DN4 6EP  
Tel: 01302-537370  
Email: [warmsworth-clerk@live.co.uk](mailto:warmsworth-clerk@live.co.uk)  
[www.warmsworthparishcouncil.org](http://www.warmsworthparishcouncil.org)