



## Weekley Parish Council

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

Local Government Act 1972 ("the Act"). All local authorities are required to conduct their business in an open and transparent way and must comply with statutory requirements in relation to decision making and activities undertaken. Public have the right to inspect certain documents. Local Government Act 1972 s 228.

The Parish Council publishes information pro-actively on the parish website ([Weekley Parish Council](#)). The type of information on the website is specified below. In addition, other information is available to the public and the Parish Council will provide an initial response to a valid written request for information within 20 working days. This response will confirm whether it holds information within the scope of the request, any legally specified limits to the disclosure of the information and the cost of providing the available information. Once payment of the specified cost has been received, the Parish Council will provide the information within the statutory time limits.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> <i>Weekley Parish Council follow the ICO model template. The Openness of Local Government Bodies Regulations 2014. The standing orders sets out how the council operates; how decisions are made; who makes decisions; how residents, businesses and other organisations can participate; and the procedures which are followed to ensure the council is efficient, transparent and accountable to local people.</i>  (Organisational information; structures; locations; contacts). Current information only		
Who's who on the Council and its Committees	Website	nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	nil



Information to be published	How the information can be obtained	Cost
Location of main Council office and accessibility details	No Council office	N/A
Staffing structure	Sole employee Parish Clerk	N/A
<b>Class 2 – What we spend and how we spend it</b> <i>A council must ensure that its Financial, operational and risk management is effective, Accounts and Audit Regulations 2015 (SI 2015/234), reg 3. Providing financial clarity means that the public can easily assess a Councils' financial position. Councils are responsible for public money. Councillors need to make arrangements to safeguard public funds. Our Financial Regulations sets out the guidance. The parish council aims to give value for money as it raises and spends money for the benefit of the local community. Electors should be confident that their money is being properly managed. They have a right to expect that the council will minimise risk, especially avoiding bad debts and loss through fraud.</i> (Financial information: projected and actual income and expenditure; procurement; contracts; financial audit) Current & previous financial year		
AGAR form and report by auditor	Website	nil
Finalised budget	Website	nil
Precept	Website	nil
Borrowing Approval letter	None	N/A
Financial Standing Orders and Regulations	Website	nil
Grants given and received	Website	nil
List of current contracts awarded and value of contract	None	nil
Members' allowances and expenses	None	nil



Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> <i>Our priority is to be open and transparent in relation to public money and plans to ensure effective governance is in place and future projects and plans are on target. The annual parish meeting is a way for electors to engage and see how the parish council is performing in their duties and responsibilities.</i> (Strategies and plans, performance indicators, audits, inspections and reviews) Current & previous year	(hard copy or website)	
Parish Plan (current and previous year)	None	N/A
AGAR Report to Parish Meeting - Newsletter	Website	N/A
Quality status	None	N/A
Local charters drawn up in accordance with DCLG guidelines	None	N/A
<b>Class 4 – How we make decisions</b> <i>The decisions are taken at meetings of the full parish council and outcomes recorded in the minutes. Local Government Act 1972, Sch 12, para 41(1). Minutes of proceedings of a local council must be kept and made available to the public. A time table of meetings is recorded in the minutes and on the website so electors have the opportunity to attend.</i> (Decision making processes and records of decisions) Current & previous council year	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	nil
Agendas of meetings (as above)	Website & Noticeboard	nil
Minutes of meetings (as above) - (this will exclude information that is properly regarded as private to the meeting.	Website & Noticeboard	nil
Reports presented to council meetings – (this will exclude information that is properly regarded as private to the meeting)	Website	nil
Responses to consultation papers	hard copy	see below



Information to be published	How the information can be obtained	Cost
Responses to planning applications	North Northamptonshire Council Website	nil
Bye-laws	none	N/A
<b>Class 5 – Our policies and procedures</b> <i>Policies and procedures are in place for guidance and governance for the effective running of the council in line with legislation</i> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	nil
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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	None Website Website Website Website Website & North Northants Council Monitoring Officer Website	N/A Nil Nil Nil Nil Nil Nil
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy – Data Protection Policy	Website	Nil
Records management policies (records retention, destruction and archive)	hard copy	see below
Data protection policies	Website	nil
Schedule of charges (for the publication of information)	This document	nil
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy/website)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website/ North Northamptonshire	nil



Information to be published	How the information can be obtained	Cost
	Council	
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)	Hard copy	nil
Register of members' interests	Website	nil
Register of gifts and hospitality	None	nil
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current only	(hard copy or website)	
Allotments	None	N/A
Burial grounds and closed churchyards	None	N/A
Community centres and village halls	None	N/A
Parks, playing fields and recreational facilities	None	N/A
Seating, litter bins, clocks, memorials and lighting	None	N/A
Bus shelters	None	N/A
Markets	None	N/A
Public conveniences	None	N/A
Agency agreements	None	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	N/A



Information to be published	How the information can be obtained	Cost
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	N/A



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## Schedule of Charges

- **Please Note:** If there is a charge for information provided, an invoice will be raised and the information will be sent within 20 days of receipt of payment.

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 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Nil	In accordance with the relevant legislation - The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
<b>Other</b>	Nil	



\* the actual cost incurred by the public authority

Approved by Weekley Parish Council:		
Signature of Chairman		Date: 7 <sup>th</sup> November 2023
Signature of the Clerk		Date: 7 <sup>th</sup> November 2023

To be reviewed 2024

Version	Purpose	Author	Date	Minute Ref
1	New	RC	24/05/2022	22/036
2	Revised	RC	04/05/2023	23/047
3	Updated	RC	07/11/2023	