

Information available from Warmfield cum Heath Parish Council under the model publication scheme

Information to be published	How the information can be obtained	No Cost
<p>Class1 - Who we are and what we do Warmfield cum Heath Parish Council-Meets the third Wednesday in the month at the Community Centre, Kirkthorpe at 7.00pm. A public consultation will be held prior to the Parish Council meeting where the public can raise agenda items.</p> <p>Website: www.warmfieldcumheath.org.uk</p>	<p>An agenda is added prior to the meeting on the website and the meeting dates are displayed on the three notice boards within the Parish</p>	
<p>Who's who on the Council and its Committees</p>		
<p><u>Chair</u> Cllr Joe Fisher Email: j.fisher@warmfieldcumheath.org.uk</p> <p><u>Vice Chair</u> Cllr Joe Wilby Email: j.wilby@warmfieldcumheath.org.uk</p> <p>Cllr Maggie Vasey Email: m.vasey@warmfieldcumheath.org.uk</p> <p>Cllr Joe Gueli Email: j.gueli@warmfieldcumheath.org.uk</p> <p>Cllr Carl Mills Email: c.mills@warmfieldcumheath.org.uk</p>	<p>Parish Councillor Contact details can also be found on the Notice Boards and the website.</p>	

Information available from Warmfield cum Heath Parish Council under the model publication scheme

<p>Cllr Robin Sanderson Email: r.sanderson@warmfieldcumheath.org.uk</p> <p>Cllr Veronica Smith Email: v.smith@warmfieldcumheath.org.uk</p> <p>Cllr Godfrey Wilby</p> <p>Cllr Richard Wood Email: r.wood@warmfieldcumheath.org.uk</p> <p><u>Clerk to Council</u> Tracy Johnson 83 Ouzlewell Green Lofthouse Wakefield WF3 3QP Telephone: 07786 467822 Email: clerk@warmfieldcumheath.org.uk</p>		
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<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>		

Information available from Warmfield cum Heath Parish Council under the model publication scheme

Annual return form and report by auditor	Hard copy /Website	
Finalised budget	Available electronic or hard copy	
Precept	Available electronic or hard copy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Available electronic or hard copy.	
Grants given and received	N/A	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	N/A	
Chairs Annual report	Available electronic or hard copy/website.	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard Copies only	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	Clerk	

Information available from Warmfield cum Heath Parish Council under the model publication scheme

Current and previous council year as a minimum (only the Parish Council meeting details are added to the website)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Available electronic or hard copy/website (Parish Council)	
Agendas of meetings (as above)	Available electronic or hard copy/website(Parish Council)	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Available electronic or hard copy/website.	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Available electronic or hard copy.	
Responses to consultation papers.	Available electronic or hard copy.	
Responses to planning applications	Hard copy.	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Financial Regulations.	Available electronic or hard copy.	

Information available from Warmfield cum Heath Parish Council under the model publication scheme

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
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 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)	Available electronic or hard copy	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Available electronic or hard copy	
Data protection policies	Available electronic or hard copy	
Schedule of charges (for the publication of information)	Available electronic or hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	Some information may only be available by inspection.	

Information available from Warmfield cum Heath Parish Council under the model publication scheme

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Available electronic or hard copy	
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)	N/A	
Register of members' interests	Available electronic or hard copy/website	
Register of gifts and hospitality	Available electronic or hard copy	
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	Some information may only be available by inspection.	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy/inspection only.	
Parks, playing fields and recreational facilities	Hard copy/inspection only.	
Seating, litter bins.	Hard copy/inspection only.	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	

Information available from Warmfield cum Heath Parish Council under the model publication scheme

Services for which the council is entitled to recover a fee, together with those fees /community centre	Available electronic or hard copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to the Council:

Tracy Johnson
 83 Ouzlewell Green
 Lofthouse
 Wakefield
 WF3 3QP

Tel: 07786 467822

Email: clerk@warmfieldcumheath.org.uk