

Information available from Notton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	
<p>Class1 - Who we are and what we do Notton Parish Council-Meets the first Thursday in the month at Notton Village Hall at 7.30pm. A public consultation will be held prior to the Parish Council meeting where the public can raise agenda items.</p> <p>Website:-https://notton-pc.gov.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>Cllr. Peter Taylor (Chair)</u> 1 High Ash Close Notton Wakefield WF4 2PF TEL:-<u>01226 722155</u> E Mail: cldr.peter.taylor@notton-pc.gov.uk</p> <p><u>Cllr Stephen Jaggar (Vice Chair)</u> Lavenham, Grimpit Hill Notton Lane Notton Wakefield WF4 2PG TEL:- 01226 725904 E Mail : cldr.stephen.jaggar@notton-pc.gov.uk</p>	<p>Parish Councillor Contact details can also be found on the Notice Boards and the website.</p>	

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<p><u>Cllr. Maureen Eames</u> 9, Midland Cottages Navvy Lane Old Royston Barnsley S71 4EE TEL: 01226 722963 E Mail: cllr.maureen.eames@notton-pc.gov.uk</p> <p><u>Cllr J Hicks</u> 3,Ingswell Drive Notton Wakefield WF4 2NF TEL: 01226 723673 E Mail: cllr.john.hicks@notton-pc.gov.uk</p> <p><u>Cllr M Callaghan</u> 1, Spring Farm Notton Wakefield WF4 2PT TEL: 07740845207 E Mail: cllr.marc.callaghan@notton-pc.gov.uk</p> <p><u>Clerk to Council</u> Julia Talbot 51, Bleakley Lane Notton Wakefield WF4 2NU TEL:-07516176979 E-mail: parish.clerk@notton-pc.gov.uk</p>		
<p>Location of main Council office and accessibility details</p>	<p>N/A</p>	

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Staffing structure	N/A	
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) Current and previous financial year as a minimum	No charge	
Annual return form and report by auditor	Hard copy /Website	
Finalised budget	Available electronic or hard copy/website	
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	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	No charge	

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Parish Plan (current and previous year as a minimum)	N/A	
Clerks Annual report	Available electronic or hard copy/website.	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard Copies only	
Class 4 – How we make decisions (Decision making processes and records of decisions)	No charge	
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	No Charge	

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services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Financial Regulations. Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Available electronic or hard copy.	
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 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	

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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.	
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)	Some information may only be available by inspection.	
Current information only		
Allotments	Hard copy/inspection only.	

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Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy/inspection only.	
Seating, litter bins, clocks, memorials and lighting	Hard copy/inspection only.	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees /Allotments	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: - Mrs Julia Talbot
 51 Bleakley Lane, Notton, Wakefield WF4 2NU
Tel: 07715573470
 nottonpcclerk@outlook.com