



WILSDEN PARISH COUNCIL

The Village Hall,
Wilsden,
Bradford,
BD15 0HT.
West Yorkshire.

www.wilsdenparishcouncil.gov.uk

Information available from Wilsden Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do We are the parish council for Wilsden and Harecroft. We have nine parish councillors and a clerk and assistant clerk to the parish council.</p> <p>The current Chair of the council is Cllr Peter Allison and the current Vice Chair is Cllr Trevor Dufton.</p>	<p>Details of our councillors, clerk and assistant clerk are to be found on the parish council website: www.wilsdenparishcouncil.gov.uk</p> <p>The address for the parish council is: Wilsden Parish Council Wilsden Village Hall Townfield Wilsden Bradford BD15 0HT Tel: 07384 713156 clerk@wilsdenparishcouncil.gov.uk</p>	<p>N/A</p>

<p>Who's who on the Council and its Committees</p> <p>We hold a full parish council meeting on the first Monday of the month (bank holidays excepted) starting at 7:00pm in the Library Room of Wilsden Village Hall.</p> <p>Our Councillors are as follows:</p> <ul style="list-style-type: none"> • Councillor Jane Callaghan • Councillor Peter Ketley • Councillor Peter Allison – Chair of the Council • Councillor Tony Caunt • Councillor Ray Graham • Councillor Trevor Dufton- Vice Chair of the Council • Councillor David Overend • Councillor Helen Baranowski • Councillor Paul Howcroft <p>The council has two committees and two working groups. Please contact the clerk for meeting dates.</p> <p>Management and Strategic Policy Committee. Chair: Councillor Allison Cllrs Allison, Baranowski, Dufton and Ketley.</p> <p>Internal Audit Committee Chair: Cllr. Overend Cllrs. Ketley, Callaghan Dufton and Overend.</p> <p>Green Spaces Committee: Chair: Councillor Dufton Cllrs. Allison, Ketley, Dufton, Graham and Baranowski. Non-council member: Sue Downs, Friends of Wilsden Park, and Paul Bexon, Wilsden Gardening Association</p> <p>Neighbourhood Planning Working Group: Chair: Councillor Allison Cllrs. Dufton, Allison, Graham, Ketley, Callaghan, Caunt, Overend and Howcroft. Non Council members: Glyn Jones, Simon Dickerson, Andy Dennison, David Holmes and Chris Moore.</p>		N/A
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<p>Community Engagement Working Group Chair: Cllr. Ketley Councillors: Cllrs. Howcroft and Baranowski Non council members: Gail Denham, Clerk</p> <p>The Playground Working Group Chair: To be appointed Councillors: Cllrs. Baranowski, Callaghan and Allison Non council members:</p>																																														
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <table border="0"> <tr> <td>Parish Clerk</td> <td>Gail Denham</td> <td>gail.denham@wilsdenparishcouncil.gov.uk</td> <td>0738 4713 156</td> </tr> <tr> <td>Assistant Clerk</td> <td>Maria Sutcliffe</td> <td>maria.sutcliffe@wilsdenparishcouncil.gov.uk</td> <td>n/a</td> </tr> <tr> <td></td> <td>Jane Callaghan</td> <td>jane.callaghan@wilsdenparishcouncil.gov.uk</td> <td>0798 6294 757</td> </tr> <tr> <td></td> <td>Peter Ketley</td> <td>peter.ketley@wilsdenparishcouncil.gov.uk</td> <td>0781 3126 475</td> </tr> <tr> <td></td> <td>Peter Allison</td> <td>peter.allison@wilsdenparishcouncil.gov.uk</td> <td>0780 2539 016</td> </tr> <tr> <td></td> <td>Tony Caunt</td> <td>tony.caunt@wilsdenparishcouncil.gov.uk</td> <td>01535 273709</td> </tr> <tr> <td></td> <td>Ray Graham</td> <td>ray.graham@wilsdenparishcouncil.gov.uk</td> <td>01535 272587</td> </tr> <tr> <td></td> <td>Trevor Dufton</td> <td>trevor.dufton@wilsdenparishcouncil.gov.uk</td> <td>01535 273101</td> </tr> <tr> <td></td> <td>David Overend</td> <td>david.overend@wilsdenparishcouncil.gov.uk</td> <td>0749 4597 887</td> </tr> <tr> <td></td> <td>Helen Baranowski</td> <td>helen.baranowski@wilsdenparishcouncil.gov.uk</td> <td>0777 9024 450</td> </tr> <tr> <td></td> <td>Paul Howcroft</td> <td>paul.howcroft@wilsdenparishcouncil.gov.uk</td> <td>0781 5889 763</td> </tr> </table>	Parish Clerk	Gail Denham	gail.denham@wilsdenparishcouncil.gov.uk	0738 4713 156	Assistant Clerk	Maria Sutcliffe	maria.sutcliffe@wilsdenparishcouncil.gov.uk	n/a		Jane Callaghan	jane.callaghan@wilsdenparishcouncil.gov.uk	0798 6294 757		Peter Ketley	peter.ketley@wilsdenparishcouncil.gov.uk	0781 3126 475		Peter Allison	peter.allison@wilsdenparishcouncil.gov.uk	0780 2539 016		Tony Caunt	tony.caunt@wilsdenparishcouncil.gov.uk	01535 273709		Ray Graham	ray.graham@wilsdenparishcouncil.gov.uk	01535 272587		Trevor Dufton	trevor.dufton@wilsdenparishcouncil.gov.uk	01535 273101		David Overend	david.overend@wilsdenparishcouncil.gov.uk	0749 4597 887		Helen Baranowski	helen.baranowski@wilsdenparishcouncil.gov.uk	0777 9024 450		Paul Howcroft	paul.howcroft@wilsdenparishcouncil.gov.uk	0781 5889 763		N/A
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<p>Location of main Council office and accessibility details The location of the main council office is: Wilsden Parish Council Wilsden Village Hall Townfield Wilsden Bradford BD15 0HT The office is wheel chair accessible. The Library Room where full parish council meetings are held is wheel chair accessible.</p>		N/A																																												

Staffing structure. Wilsden Parish Council employs two part time members of staff: Clerk: Gail Denham. The clerk is the Proper Officer and Responsible Financial Officer to the council. Assistant Clerk: Maria Sutcliffe.		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	(hard copy and/or website) Contact the clerk.	
Annual return form and report by auditor.	Some information is available on the website. By application to the clerk. Current and previous financial year only.	
Finalised budget	Current year's budget is on the website.	http://www.wilsdenparishcouncil.gov.uk/finances
Precept	By application to the clerk.	Free by e-mail or std charge
Borrowing Approval letter	N/A	
Financial Regulations and Standing orders.	On the website.	Free by e-mail or std charge.
Grants given and received	Please contact the clerk.	

List of current contracts awarded and value of contract	Contract with Carlton Nursery for: <ul style="list-style-type: none"> • Maintenance of Village Green • Prep, planting and watering of hanging baskets. • Cleaning village stones. 	
Members' allowances and expenses	Chair's allowance £100.	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) Areas under development.	
Parish Plan (current and previous year as a minimum) Neighbourhood Plan.	Please contact the clerk or see the Wilsden Parish Council website: http://www.wilsdenparishcouncil.gov.uk/About/parish-plan-2010.html Parish Plan 2010. Completed pre-submission consultation in July 2017.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	http://www.wilsdenparishcouncil.gov.uk/publications-2/annual-report-2/annual-report-2015-2016/452-annual-report-2015-2016	
Local Council Award	None	
Local charters drawn up in accordance with DCLG guidelines. The parish council has signed the Charter Agreement with Bradford Metropolitan District Council.	Contact the clerk.	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Decisions are made on agenda items discussed at parish council meetings.</p> <p>The Management and Strategic Policy Committee has delegated powers for the preparation and review of staff employment contracts.</p> <p>The committee has an overview of the council’s policies and procedures and makes recommendations to full council for the review of existing or addition of new procedures. Meets May, July, September, October and February.</p> <p>The Internal Audit Committee has delegated powers to ensure that the council is receiving twice yearly financial and budget information from the RFO, collation and cross referencing of regular financial information such as the cash book, responsibility for the review of the effectiveness of internal audit, review of financial regulations, insurances and financial risk assessment. Meets at least twice a year in June and December.</p> <p>The Neighbourhood Planning Working Group’s role is to assist in developing the Neighbourhood Plan for Wilsden, to assess existing evidence, develop the process for consultation, liaise with relevant organisations and make recommendations for action and items of expenditure. Meets as required and at least every two months.</p> <p>The Green Spaces Committee’s role is to develop ideas for the management of the parish’s green spaces and to make recommendations to the full parish council for green space management. Meets as required.</p> <p>The Community Engagement Working Group’s role is to examine all aspects of this and to develop improvements to same. Meets as required.</p> <p>The Playground Working Group’s role is to look at playground facilities and considering improvements. Meets as required.</p>	(hard copy or website)	Free via e-mail or std charge.
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	On website.	
<p>Agendas of meetings (as above)</p> <p>Available to view and download on the parish council website. They are made available at least three clear days before the meeting. Agendas are also posted on the Parish Council’s noticeboard at the Post</p>	<p>From the parish council website: www.wilsdenparishcouncil.</p>	Free via e-mail or std charge.

Office.	gov.uk or the parish clerk.	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting. Draft minutes published within 4 weeks of meeting. Draft minutes within four weeks of the meeting and approved minutes of parish council meetings and meetings of the committees and working groups are available on the parish council website or by application to the clerk.	On the parish council website. www.wilsdenparishcouncil.gov.uk	Free via e-mail or std charge.
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	These are obtained on request to the Clerk and are available three clear days before the meeting.	Free via e-mail or std charge.
Responses to consultation papers	These can be obtained on application to the clerk.	Free via e-mail or std charge.
Responses to planning applications	The responses can be found on the parish council website: http://www.wilsdenparishcouncil.gov.uk/About/planning-applications-new.html	Free via e-mail or std charge.
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	(hard copy or website) Contact the clerk for the up to date list.	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Standing Orders, Committee Terms of Reference, Financial Regulations, Code of Conduct, Rules for the recording of meetings are available from the Clerk On website. http://www.wilsdenparishcouncil.gov.uk/	Free via e-mail or std charge

<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>Contact the Clerk for the up to date list.</p> <p>Some of these policies are yet to be drafted. The available ones are on the website or are available from the Clerk.</p>	<p>Free via e-mail or std charge</p>
Information security policy	This policy is yet to be drafted.	
Records management policies (records retention, destruction and archive)	Adopted 5 th November 2018	
Data protection policies	Work is in progress.	
Schedule of charges (for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> <p>Residents’ List.</p>	<p>Not available as private information is held on this list.</p>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Please contact the Clerk	Free via e-mail or std charge
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)		
Register of members’ interests	This is available on the parish council website:	Free via e-mail or std charge
Register of gifts and hospitality	This is yet to be collated.	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Copies of the village</p>	

	newsletter area available on the website, or contact the Clerk.	
Allotments	Contact the clerk.	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Village Green	Contact the clerk	
Seating, litter bins, clocks, memorials and lighting	Village Green	
Bus shelters	N/A	
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)	The parish council receives a fee for the rental of the parish council allotments. The allotments and the site are managed by Wilsden Gardening Association. Contact the Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Gail Denham, Clerk
Wilsden Parish Council
Wilsden Village Hall
Townfield
Wilsden
Bd15 OHT

Tel: 0738 4713 156

clerk@wilsdenparishcouncil.gov.uk

Date of policy revision 27th November 2018

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 A4 sided sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
* the actual cost incurred by the public authority		