

Information available from Alwoodley Parish Council under the Freedom of Information Act model publication scheme

The documents in this table are available for public view in accordance with the Freedom of Information Act 2000 (FOIA and the [model publication scheme](#), which has been adopted by the Alwoodley Parish Council. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained*	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Information on</p> <p>History https://www.alwoodleyparishcouncil.gov.uk/your-council/our-history/</p> <p>Contact information https://www.alwoodleyparishcouncil.gov.uk/get-in-touch/</p> <p>Planning Committee Structure and Role https://www.alwoodleyparishcouncil.gov.uk/your-council/planning/</p>	<p>10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
<p>List of Council members and their responsibilities as well as a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>List of councillors and required information is available on the website, alwoodleyparishcouncil.gov.uk/your-council/councillors/</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including</p>	<p>60 The Avenue, Leeds, LS17 7NZ</p> <p>Jennifer Roberts, The.clerk@alwoodleyparishcouncil.gov.uk</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage</p>

contact phone numbers and email addresses		(up to 1KG). Note prices at bottom of this document.
Location of main Council office and accessibility details	60 The Avenue, Leeds, LS17 7NZ Appointments to be coordinated by email, the.clerk@alwoodleyparishcouncil.gov.uk	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
Staffing structure	One Clerk (Proper Officer and Responsible Financial Officer) and one freelance Ranger. https://www.alwoodleyparishcouncil.gov.uk/your-council/lengthsman/	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Available on website. Monthly budget reconciliations. Monthly budget monitoring report. Monthly cashbook documenting all expenditures. https://www.alwoodleyparishcouncil.gov.uk/document-category/finance/	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
Statement of accounts and internal audit report in the format included in the Annual Return form	Available in the Transparency section of the website. https://www.alwoodleyparishcouncil.gov.uk/document-category/transparency/	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
Finalised budget	2026 2027 Approved Budget available on website. https://www.alwoodleyparishcouncil.gov.uk/document/approved-budget-2026-2027/	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of



		this document.
Precept	Approved Precept included on Approved Budget, at the bottom. 2026 2027 Approved Budget available on website. https://www.alwoodleyparishcouncil.gov.uk/document/approved-budget-2026-2027/	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
Borrowing Approval letter	N/A	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
All items of expenditure above £100	Cashbook detailing all expenditures are available each month on the website. https://www.alwoodleyparishcouncil.gov.uk/document-category/finance/	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
Standing Orders and Financial Regulations	Available on the website, in the Policies section. https://www.alwoodleyparishcouncil.gov.uk/document-category/policies/current-policies/	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
Grants given and received	Available on website, https://www.alwoodleyparishcouncil.gov.uk/document/grants-awarded-2025-2026/	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
List of current contracts awarded and value of contract	This information may be obtained by email. You may request from the.clerk@alwoodleyparishcouncil.gov.uk	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
Members' allowances and expenses	This information may be	Free online.



	obtained by email. You may request from the.clerk@alwoodleyparishcouncil.gov.uk	Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	This information may be obtained by email. You may request from the.clerk@alwoodleyparishcouncil.gov.uk	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Annual governance statement in format included in the Annual Return form	<p>Available on website</p> <p>https://www.alwoodleyparishcouncil.gov.uk/document-category/transparency/</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Parish Plan	<p>Available on Website</p> <p>https://www.alwoodleyparishcouncil.gov.uk/your-community/neighbourhood-plan/</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Annual Report to Parish or Community Meeting	None currently available. Plans to publish and update this document.	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Quality status		
Local charters drawn up in accordance with DLUHC’s guidelines	None available	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments)	None available	<p>Free online.</p> <p>Paper copies 10p per black and white page</p>



etc), as appropriate and relevant		+ up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<p>Available on website</p> <p>https://www.alwoodleyparishcouncil.gov.uk/your-council/council-meetings/</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Agendas of meetings (as above)	<p>Available on website</p> <p>Parish Council Meeting Agendas https://www.alwoodleyparishcouncil.gov.uk/document-category/parish-council-meeting-agendas/</p> <p>Planning Committee Agendas https://www.alwoodleyparishcouncil.gov.uk/document-category/planning-committee-meeting-minutes/</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	<p>Available on website</p> <p>Parish Council Meeting Minutes https://www.alwoodleyparishcouncil.gov.uk/document-category/parish-council-meeting-minutes/</p> <p>Planning Committee Minutes https://www.alwoodleyparishcouncil.gov.uk/document-category/planning-</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>

	committee-meeting-minutes/	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	None available	
Responses to consultation papers	None available	
Responses to planning applications	None available	
Bye-laws	None available	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Available on website</p> <p>https://www.alwoodleyparishcouncil.gov.uk/document-category/policies/</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Available on website</p> <p>https://www.alwoodleyparishcouncil.gov.uk/document-category/policies/</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Available on website</p> <p>https://www.alwoodleyparishcouncil.gov.uk/document-category/policies/</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Available on website (some of these are currently being drafted/updated but will be on the website by 31 March 2026</p> <p>https://www.alwoodleyparishcouncil.gov.uk/document-category/policies/</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of</p>



	hcouncil.gov.uk/document-category/policies/	this document.
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	<p>Available by request by email.</p> <p>The.clerk@alwoodleyparishcouncil.gov.uk</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Currently unavailable. Will be available from April 1 2027	
Register of members' interests	<p>Available on website</p> <p>https://www.alwoodleyparishcouncil.gov.uk/your-council/councillors/ e on website</p>	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.</p>
Register of gifts and hospitality		
<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>		
Allotments	Website (Allotments run by an independent charity that pays rent to Alwoodley Parish Council)	<p>Free online.</p> <p>Paper copies 10p per black and white page + up to £1.55 postage</p>

		(up to 1KG). Note prices at bottom of this document.
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Website, requires updates. By request to the.clerk@alwoodleyparishcouncil.gov.uk	Free online. Paper copies 10p per black and white page + up to £1.55 postage (up to 1KG). Note prices at bottom of this document.
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information		
Information not itemised in the lists above		

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 @ ..p per sheet (black & white)	10p
	Photocopying @ ..p per sheet (colour)	25p
	Postage	Actual cost of Royal Mail standard 2 nd class for large documents up to 1K £1.55
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		



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To be reviewed in February 2027