

Information available from Camblesforth Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	Hard copy and website	
Who's who on the Council	Hard copy and website	14p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website	14p per sheet
Location of main Council office and accessibility details	Hard copy	14p per sheet
Staffing structure	Parish clerk is the only employee	
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 website	14p per sheet
Annual return form and report by auditor	Hard copy	14p per sheet
Finalised budget	Hard copy	14p per sheet
Precept	Hard copy	14p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy	14p per sheet
Grants given and received	None at the moment	
List of current contracts awarded and value of contract	Not applicable at present	
Members' allowances and expenses	Members do not take expenses	

Class 3 – What our priorities are and how we are doing	Hard copy and website	
Parish Plan (current and previous year as a minimum)	Property of Parish Plan team	
Quality status	The Parish Council does not have Quality Status	
Local charters drawn up in accordance with DCLG guidelines	None	
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy website	14p per sheet
Agendas of meetings (as above)	Hard copy website	14p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy website	14p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	none	
Responses to consultation papers	Not applicable	
Responses to planning applications	Hard copy	14p per sheet
Bye-laws	There are no by laws in place at the moment	
Class 5 – Our policies and procedures		14p per sheet
Current information only		

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Standing orders hard copy</p> <p>Camblesforth Parish Council has accepted the National Code of Conduct</p>	<p>14p per sheet</p>
<p>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)</p>	<p>None None As per Statutory legislation</p> <p>Hard Copy</p>	<p>14p per sheet</p>
Information security policy		
Data protection policies		
Schedule of charges)for the publication of information)	Hard copy	14p per sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>14p per sheet</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
Assets Register	Hard copy	14p per sheet

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)	None available	
Register of members' interests	Hard copy	14p per sheet
Register of gifts and hospitality	No register as there has been no requirement for one	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy	14p per sheet
Burial grounds and closed churchyards	none	
Community centres and village halls	Hard copy	14p per sheet
Parks, playing fields and recreational facilities	Hard copy	14p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	14p per sheet
Bus shelters	Hard copy	14p per sheet
Markets	none	
Public conveniences	none	
Agency agreements	none	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	none	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
	none	

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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 @ 14..p per sheet (black & white)	Actual cost
	Photocopying @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority