

Information available from Bishop Thornton and Warsill 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 (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Notice Board Hard Copy – contact Clerk	Free Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice Board Hard Copy – contact Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Notice Board Hard Copy – contact Clerk	Free Free 10p/sheet
Staffing structure	N/A – No Paid Staff	

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)	
Annual return form and report by auditor	Website Hard Copy – contact Clerk	10p/sheet
Finalised budget	Website – See Minutes Hard Copy – contact Clerk	10p/sheet
Precept	Website – See Minutes Hard Copy – contact Clerk	10p/sheet
Borrowing Approval letter	N/A – No Borrowing	
Financial Standing Orders and Regulations	Website Hard Copy – contact Clerk	10p/sheet
Grants given and received	N/A – No Grants given or received	
List of current contracts awarded and value of contract	N/A – No Contact awarded	
Members' allowances and expenses	N/A – Members claim neither allowances or expenses	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A – No Parish Plan	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – See AGM Minutes Hard Copy – contact Clerk	10p/sheet

Quality status	N/A – Not sought	
Local charters drawn up in accordance with DCLG guidelines	N/A – Not required	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website – See AGM Minutes Hard Copy – contact Clerk	10p/sheet
Agendas of meetings (as above)	Website Hard Copy – contact Clerk	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact Clerk	10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	N/A – No reports sought	
Responses to consultation papers	N/A – No Consultations	
Responses to planning applications	Website – In minutes Hard Copy – contact Clerk	10p/sheet
Bye-laws	N/A – Covered by HBC Bye-laws	
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)	

<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>Website Hard Copy – contact Clerk</p>	<p>10p/sheet</p>
<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 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>N/A – No paid Staff</p>	
<p>Information security policy</p>	<p>In accordance with the relevant legislation</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>In accordance with the relevant legislation</p>	
<p>Data protection policies</p>	<p>In accordance with the relevant legislation</p>	
<p>Schedule of charges)for the publication of information)</p>	<p>In accordance with the relevant legislation</p>	
<p>Class 6 – Lists and Registers</p>	<p>(hard copy or website; some information may only be available by</p>	

Currently maintained lists and registers only	inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy with HBC contact Clerk	Standard Fee
Assets Register	Hard Copy – HBC Contact HBC or Clerk	Standard Fee
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)	Hard Copy HBC Contact HBC or Clerk	Standard Fee
Register of members' interests	Hard Copy HBC Contact HBC or Clerk	Standard Fee
Register of gifts and hospitality	Hard Copy – contact Clerk	10p/sheet
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	N/A – None	
Burial grounds and closed churchyards	N/A – None	
Community centres and village halls	N/A – None	
Parks, playing fields and recreational facilities	N/A – None	
Seating, litter bins, clocks, memorials and lighting	Website – PC Assets List Hard Copy – contact Clerk	10p/sheet
Bus shelters	Website – PC Assets List Hard Copy – contact Clerk	10p/sheet
Markets	N/A – None	
Public conveniences	N/A – None	
Agency agreements	N/A – None	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A – None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk :

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Colber Lane,
Bishop Thornton,
Harrogate.
North Yorkshire
HG3 3 JR**

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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 @ .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

Updated: 01/01/09