
GRANTLEY, SAWLEY, SKELDING AND EAVESTONE PARISH COUNCIL

Information available from Grantley, Sawley, Skelding & Eavestone Parish Council under the model publication scheme.

Information to be published	How the information can be obtained. Hard copies may be obtained by e-mail where possible.	Cost – see end.
<p>Class 1 - 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>		
Who's who on the Council and its Committees.	<p>Hard copy.</p> <p>Displayed on parish noticeboards.</p>	<p>A4</p> <p>0</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)).	Displayed on parish noticeboards.	0
Location of main Council office and accessibility details		-
Staffing structure		-

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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.

Annual return form and report by auditor.	Hard copy. Displayed on parish noticeboards as per regulatory requirements.	A4 0
Finalised budget.	Hard copy.	A4
Precept.	Hard copy of precept request form.	10p
Borrowing Approval letter		-
Financial Standing Orders and Regulations.	Hard copy.	A4
Grants given and received – as applicable. Included in financial information relating to actual income and expenditure.	Hard copy.	A4
List of current contracts awarded and value of contract.	Hard copy.	A4
Members' allowances and expenses		-
VAT records.	Hard copy.	A4

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Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan (current and previous year as a minimum)	-	-
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	-	-
Quality status	-	-
Local charters drawn up in accordance with DCLG guidelines	-	-

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum.		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings).	Displayed on parish noticeboards. Dates publicised in parish magazine. Agendas displayed on parish noticeboards.	0
Agendas of meetings (as above).	Hard copy. Displayed on noticeboards at least 3 days before a meeting.	Free of charge at meeting 0
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy. Displayed on parish noticeboards with agenda for next meeting.	0 0
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy.	A4
Responses to consultation papers.	Included in the minutes of each meeting (see above).	0
Responses to planning applications.	Included in the minutes of each meeting (see above).	0
Bye-laws		-

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Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only.

<p>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; Member’s declarations of acceptance of office.;</p> <p>Policy statements.</p>	<p>Copy of Council’s Standing Orders available in hard copy format or by e-mail. Other documents available in hard copy.</p>	<p>A4</p>
<p>Policies and procedures for the provision of services and about the employment of staff: 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); Clerk’s contract of employment and job description.</p>	<p>Hard Copy</p>	<p>- - - - - -</p> <p>A4</p>
<p>Information security policy.</p>		<p>-</p>
<p>Records management policies (records retention, destruction and archive).</p>	<p>Recorded in minutes of meeting. Minutes available on request.</p>	<p>0</p>
<p>Data protection policies.</p>		<p>-</p>
<p>Schedule of charges (for the publication of information).</p>	<p>Hard copy (see bottom of this</p>	<p>A4</p>

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	document).	
Class 6 – Lists and Registers		
Currently maintained lists and registers only.		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice). Electoral Roll.	Available by inspection – contact Clerk.	-
Assets Register.	Hard copy	A4
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.	Available from Harrogate Borough Council or by inspection – contact Clerk.	-
Register of gifts and hospitality.	Available from Harrogate Borough Council.	-

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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

Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities and common land. Inspection reports, risk assessments and other information relating to children's equipped play area.	Hard copy.	A4
Seating, litter bins, clocks, memorials and lighting	Seats listed on asset register – hard copy available.	A4
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

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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 Parish Council:

Mrs Iona Taylor

The Old Keys, North Stainley, RIPON, HG4 3HT

Tel: 01765-635099

E-mail: grantleyandsawleypc@yahoo.co.uk

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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	CHARGE	BASIS OF CHARGE
Disbursement Cost	A4 – photocopying (may be collected from Clerk, or posted at additional cost).	10p per sheet.	Actual cost, including time and materials.
	Postage (depending on weight and size of package).	From £0.27	Actual cost of Royal Mail standard 2 nd class
Statutory Fee			In accordance with the relevant legislation (quote the actual statute)
Other	E-mail.	No charge.	-

* the actual cost incurred by the public authority

This model publication scheme was completed by Iona Taylor, Clerk to the Parish Council:

Signed:

Date:

This model publication scheme was adopted by the Council at its meeting on 18th November 2008:

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Signed:

(Chairman) Date: