**Information available from Cawood Parish Council under the model publication scheme**

This publication scheme was adopted at a meeting of Cawood Parish Council in September 2019

**Class 1 – Who we are and what we do**

(Organisational information, structures, locations and contacts)

This will be current information only

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Who’s who on the Council and its Committees | Email Hard copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/councillors/) | Free 10p per sheet + postage  Free |
| Contact details for Parish Clerk and Council members | Email Hard copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/councillors/) | Free 10p per sheet + postage  Free |
| Location of Clerk’s office and accessibility details | Email Hard copy | Free 10p per sheet + postage |

**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

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Annual return form and report by auditor | Hard copy  Website | 10p per sheet + postage  Free |
| Finalised budget | Hard copy | 10p per sheet + postage |
| Precept | Hard copy | 10p per sheet + postage |
| Financial Standing Orders and Regulations | Hard copy  Website | 10p per sheet + postage  Free |
| Grants given and received | Email Hard copy | Free 10p per sheet + postage |
| List of current contracts awarded and value of contract | Email Hard copy | Free 10p per sheet + postage |

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

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Annual Report to Parish (current year) | Hard copy  Website | 10p per sheet + postage  Free |

**Class 4 – How we make decisions**

(Decision making processes and records of decisions)  
Current and previous council year

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Timetable of Parish Council meetings | Email Hard copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/meetings/) | Free 10p per sheet + postage Free |
| Agendas of meetings (as above) | Email Hard copy  Website | Free 10p per sheet + postage  Free |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting. | Email Hard copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/minutes-of-meetings/) | Free 10p per sheet + postage Free |
| Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting. | Hard copy | 10p per sheet + postage |
| Responses to consultation papers | Hard copy | 10p per sheet + postage |
| Responses to planning applications | Hard copy  Website | 10p per sheet + postage  Free |
| Bye-laws | Hard copy | 10p per sheet + postage |

**Class 5 – Our policies and procedures**

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

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| 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 | Hard copy  Website  Hard copy  Website  Hard copy  Hard copy  Website  Hard copy  Website | 10p per sheet + postage  Free  10p per sheet + postage  Free  10p per sheet + postage  10p per sheet + postage  Free  10p per sheet + postage  Free |
| Policies and procedures for the provision of services and about the employment of staff:  Clerk’s job description  Handyman’s job description  Risk assessment – Handyman  Work schedule - Handyman | Hard copy  Hard copy  Hard copy  Hard copy | 10p per sheet + postage  10p per sheet + postage  10p per sheet + postage  10p per sheet + postage |

**Class 6 – Lists and Registers**

Currently maintained lists and registers only

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Assets Register | Email Hard copy | Free 10p per sheet + postage |
| Register of members’ interests | Hard copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/disclosable-pecuniary-interests/) | 10p per sheet + postage  Free |
| Register of gifts and hospitality | Hard copy | 10p per sheet + postage |

**Class 7 – The services we offer**

Information about the services we offer  
Current information only

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| Old Boys’ School booking information and fees | Email Hard copy [Website](http://www.ducklingtonparishcouncil.org.uk/the-council/minutes-of-meetings/) | Free  10p per sheet + postage  Free |
| Parks, playing fields and recreational facilities, including playground inspection reports | Email  Hard copy | Free  10p per sheet + postage |

**How to obtain information**

|  |  |
| --- | --- |
| **By post** | Information will be posted on request, following receipt of any fee applicable (see below). Please use the contact details below to send your request. We aim to despatch the information within 10 working days from receipt of full details of your request and any relevant fee. Please note that we only supply one copy of any item per person. |
| **By email** | Where indicated on the information list, documents can be sent to you as an email attachment. Information will be sent on request, free of charge. Please use the contact details below to send your request. We aim to despatch the information within 10 working days from receipt of full details at your request. |

If you do not see the information you want in the list of Classes of Information shown above, you may ask the Parish Council if the particular information is available. If it is you will be advised and the Council will tell you if the information is to be available free of charge or at a cost .

Requests for information must be made in text form and be clear about the information required. The Council is not concerned with the reason the information may be required but is entitled to proper information to help it to deal with the request. Text form means either an application in writing or by email giving a name and address to which the information should be sent.

**Contact details**

Mrs Robina Burton, Clerk and Responsible Financial Officer

Woodland Cottage

East Common Lane

Barlow, Selby

North Yorkshire

YO8 8EG

E: robina\_burton @hotmail.com

**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 sheet (black & white) | Actual cost \* |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee |  | In accordance with the relevant legislation |

\* the actual cost incurred by the public authority