**Information available from**

**Cawood Parish Council**

**under the model publication scheme**

We would expect to make the information in this definition document available unless:

* we do not hold the information;
* the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
* the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
* the information is archived, out of date or otherwise inaccessible; or,
* it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme.

**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** |
| Who’s who on the Council and its Committees | Email Hard copy [Website](about:blank) |
| Contact details for Parish Clerk and Council members | Email Hard copy [Website](about:blank) |
| Location of Clerk’s office and accessibility details | Email Hard copy |

**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** |
| Annual return form and report by auditor | Hard copy  Website |
| Finalised budget | Hard copy |
| Precept | Hard copy |
| Financial Standing Orders and Regulations | Hard copy  Website |
| Grants given and received | Email Hard copy |
| List of current contracts awarded and value of contract | Email Hard copy |
| Members’ allowances and expenses | Email Hard copy |

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

Current and previous financial year

|  |  |
| --- | --- |
| **Information to be published** | **How the information can be obtained** |
| Annual Report to Parish | Hard copy  Website |

**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** |
| Timetable of Parish Council meetings | Email Hard copy [Website](about:blank) |
| Timetable of committee meetings of the Parish Council | Email Hard copy [Website](about:blank) |
| Agendas of meetings (as above) | Email Hard copy  Website |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting. | Email Hard copy [Website](about:blank) |
| Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting. | Hard copy |
| Responses to consultation papers | Hard copy |
| Responses to planning applications | Hard copy  Website |
| Bye-laws | Hard copy |

**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** |
| Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference  Code of Conduct  Policy statements | Hard copy  Website  Hard copy  Website  Hard copy  Website  Hard copy  Website |
| Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy  Health and safety policy  Policies and procedures for handling requests for information:  Complaints procedures (including those covering requests for information and operating the publication scheme)  Clerk’s job description  Handyman’s job description  Work schedule – Handyman  Website policy | Hard copy  Website  Hard copy  Website  Hard copy  Website  Hard copy  Hard copy  Hard copy  Hard copy  Website |
| Records management policies (records retention, destruction and archive) | Hard copy  Website |
| Data protection policies | Hard copy  Website |
| Schedule of charges (for the publication of information) | Hard copy  Website |

**Class 6 – Lists and Registers**

Currently maintained lists and registers only

|  |  |
| --- | --- |
| **Information to be published** | **How the information can be obtained** |
| Assets Register | Email Hard copy |
| Register of members’ interests | Hard copy [Website](about:blank) |
| Register of gifts and hospitality | Hard copy |

**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** |
| Old Boys’ School booking information and fees | Email Hard copy [Website](about:blank) |
| Parks, playing fields and recreational facilities, including playground inspection reports | Email  Hard copy |

**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 20 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 20 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 Susie Gowlett, Parish Clerk and Responsible Financial Officer

Ryburn

2 Broad Lane

Cawood

YO8 3SQ

Telephone: 07541 434569

Email: [cawood.pclerk@gmail.com](mailto:cawood.pclerk@gmail.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

**Originally adopted: September 2019**

**Reviewed: September 2020, December 2021**

**To review: December 2024**