

## Information available from Foxholes & Butterwick Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>	<p>Details available from Clerk to Parish Council (Hard Copy Only)</p>	<p>Postage &amp; coping costs. (All items listed)</p>
<p>Who's who on the Council and its Committees</p>	<p>On Notice Board/ In the Newsletter</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>On Notice Board/ In the newsletter</p>	
<p>Location of main Council office and accessibility details</p>	<p>On Notice Board/In the Newsletter</p>	
<p>Staffing structure</p>	<p>n/a</p>	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Details available from Clerk/RFO to Parish Council</p>	

Annual return form and report by auditor	From Parish Clerk	
Finalised budget	From Parish Clerk	
Precept	From Parish Clerk	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	From Parish Clerk	
Grants given and received	From Parish Clerk	
List of current contracts awarded and value of contract	From Parish Clerk	
Members' allowances and expenses	n/a	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Information available from Parish Clerk	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From Parish Clerk	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	From Parish Clerk, Newsletter	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From Parish Clerk	
Agendas of meetings (as above)	From Parish Clerk	

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	From Parish Clerk & Minutes Secretary	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From Parish Clerk	
Responses to consultation papers	From Parish Clerk	
Responses to planning applications	From Parish Clerk	
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	From Parish Clerk	
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	From Parish Clerk	

<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	From Parish Clerk where applicable to Foxholes Parish Council	
Records management policies (records retention, destruction and archive)	From Parish Clerk	
Schedule of charges )for the publication of information)		
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	Hard Copy	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	From Parish Clerk	
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)	From Parish Clerk	
Register of members' interests	From parish Clerk	
Register of gifts and hospitality	From parish Clerk	

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Hard Copy Only	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Play area Sub Committee Chairman	
Seating, litter bins, clocks, memorials and lighting	From Parish Clerk	
Bus shelters	From parish Clerk	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	n/a	


**Contact details: Mrs A Adnitt**  
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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class*
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority