

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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p/sheet</p>
Who's who on the Council	Notice board website	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice board Website	Free Free
Location of main Council office and accessibility details	Notice board Website	Free Free
Staffing structure – Parish Clerk	Notice board website	Free Free
<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>	Personal viewing of documents by appointment with the Parish Clerk	
Annual return form and report by auditor	Personal viewing of documents by appointment with the Parish Clerk	
Finalised budget	Personal viewing of documents by appointment with the Parish Clerk	
Precept	Personal viewing of documents by appointment with the Parish Clerk	
Financial Standing Orders and Regulations	Personal viewing of documents by appointment with the Parish Clerk	
Grants given and received	Minutes of meetings website/Huntington library Council office	
List of current contracts awarded and value of contract	Personal viewing of documents by appointment with the Parish Clerk	
Members' allowances and expenses	Minutes of meetings website/Huntington library Council office	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish (current and previous year as a minimum)	Minutes of meetings:- Website Huntington library Hard Copy	Free Free 10p per sheet
Local charters drawn up in accordance with DCLG guidelines	Council Office	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Minutes of meetings:- Website Huntington library Hard Copy	Free Free 10p per sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice board Website Hard copy	Free Free 10p per sheet
Agendas of meetings (as above)	Notice board Website Hard copy	Free Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Huntington library Hard copy	Free Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Minutes of meetings:- Website Huntington library Hard Copy	Free Free 10p per sheet
Responses to planning applications	Minutes of meetings:- Website Huntington library Hard Copy	Free Free 10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only	These are set out in the Standing Orders and Financial regulations	
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	Council Office	10p per sheet
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)	Polices not adopted at the present	

Information security policy	Personal viewing of secure documents by appointment with the Parish Clerk	
Records management policies (records retention, destruction and archive)	In accordance with the legal requirements	
Data protection policies	As required by Data protection act 1998	
Schedule of charges (for the publication of information)	At cost	
<b>Class 6 – Lists and Registers</b>		
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)	Contact the Parish Clerk	
Assets Register	Contact the 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)	NOT HELD	
Register of members' interests	Contact the Parish clerk	
Register of gifts and hospitality	Contact the 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		
Allotments	none	
Burial grounds and closed churchyards	Contact the Parish clerk	
Community centres and village halls	Notice board website	
Parks, playing fields and recreational facilities	Contact the Parish clerk	
Seating, litter bins, clocks, memorials and lighting	Contact the Parish clerk	
Bus shelters	none	
Markets	none	
Public conveniences	none	
Agency agreements	none	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	none	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Sarah Millson, 25 Lock House Lane, Earswick York. YO32 9FT.  
e – mail [earswickclerk@aol.com](mailto:earswickclerk@aol.com)**

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost * *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* Where Notice board is mentioned it refers to the notice board at entrance to Village Hall car park (Official Board)

\*\* the actual cost incurred by the public authority