

Information available from Gristhorpe and Lebberton Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - 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>	<p>Clerk e-mail address gristhorpe.lebbpc1@btinternet.com</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy – Contact the Clerk</p>	<p>10p per A4 sheet (black & white)</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard Copy – Contact the Clerk</p>	<p>10p per A4 sheet (black & white)</p>
<p>Location of main Council office and accessibility details</p>	<p>Parish Notice Board</p>	<p>Free</p>

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)	Hard copy - Contact the Clerk	10p per A4 sheet (black & white)
Current and previous financial year as a minimum	Hard copy - Contact the Clerk	10p per A4 sheet (black & white)
Annual return form and report by auditor	Hard copy - Contact the Clerk	10p per A4 sheet (black & white)
Finalised budget	Hard copy - Contact the Clerk	10p per A4 sheet (black & white)
Precept	Hard copy - Contact the Clerk	10p per A4 sheet (black & white)
Financial Standing Orders and Regulations	Hard copy - Contact the Clerk	10p per A4 sheet (black & white)
Grants given and received	Hard copy - Contact the Clerk	10p per A4 sheet (black & white)
List of current contracts awarded and value of contract	Hard copy - Contact the Clerk	10p per A4 sheet (black & white)
Members' allowances and expenses	Hard copy - Contact the Clerk	10p per A4 sheet (black & white)
Class 3 - What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting	Hard copy - contact the clerk	10p per A4 sheet (black & white)

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Clerk – email address Hard copy – contact the Clerk	Free 10p per A4 sheet (black & white)
Agendas of meetings (as above)	Clerk – email address Hard copy – contact the Clerk	Free 10p per A4 sheet (black & white)
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Clerk – email address Hard copy – contact the Clerk	Free 10p per A4 sheet (black & white)
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact the Clerk	10p per A4 sheet (black & white)
Responses to consultation papers	Hard copy – contact the Clerk	10p per A4 sheet (black & white)
Responses to planning applications	Hard copy – contact the Clerk	10p per A4 sheet (black & white)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders	Clerk – email address Hard copy – contact the Clerk	Free 10p per A4 sheet

Delegated authority in respect of officers Code of Conduct	Clerk – email address	(black & white)
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact the Clerk	10p per A4 sheet (black & white)
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	TBA	
Schedule of charges (for the publication of information)	Clerk – email address	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	For inspection only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	For inspection only	
Assets Register	For inspection only	
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)	For inspection only	
Register of members' interests	For inspection only	
Register of gifts and hospitality	For inspection only	

<p>Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Clerk - email address	
Bus shelters	Clerk - email address	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard copy - Contact the Clerk	10p per A4 sheet (black & white)
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	N/A	

Contact details:

Parish Clerk
Dawn Naylor
26 Ings Close
Staxton
Scarborough
North Yorkshire
Email: Gristhorpe.lebbpc1@btinternet.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 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority