

CASTLE SOWERBY PARISH COUNCIL FREEDOM OF INFORMATION ACT 2008 PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.		
Who's who on the Council and its Committees	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Contact details for Town Clerk and Council members: (named contacts where possible with telephone number and email address (if used))	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Staffing structure	Website Email Hard copy – contact Clerk	Free Free 10p/sheet

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).		
Annual return form and report by auditor	Hard copy – contact Clerk	10p/sheet
Finalised budget	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Borrowing Approval letter	Inspection – contact Clerk	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p/sheet
Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Council Priorities (current and previous year as a minimum)	Hard copy – contact clerk	10p/sheet
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy – contact clerk	10p/sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings)	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Website Library, Parish Centre & Town Hall Noticeboard Email Hard copy – contact Clerk	Free Free Free 10p/sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Email Hard copy – contact Clerk	Free Free 10p/sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Email Hard copy – contact Clerk	Free 10p/sheet
Responses to consultation papers	Email Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Email Hard copy – contact Clerk	Free 10p/sheet
Bye-laws	Not applicable	

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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 & Financial Regulations Committee and sub-committee terms of reference Code of Conduct	Email Website Hard copy – contact Clerk	Free Free 10p/sheet
Policies and procedures for the provision of services and the employment of staff: 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)	Email Website Hard copy – contact Clerk	Free Website 10p/sheet
Information security policy	Hard copy – contact Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p/sheet
Data protection policies	Hard copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information)	Website Email Hard copy – contact Clerk	Free Free 10p/sheet

Class 6 – Lists and Registers 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)	Not applicable	
Assets Register	Inspection only – contact 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)	Inspection only – contact Clerk	
Register of members' interests	Website	
Register of gifts and hospitality	Inspection only – contact Clerk	

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Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information: Information that is not itemised in the lists above: None		

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 2 nd class

Approved: July 2016

Review: July 2017

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