

Information available from New Earswick 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>	Hard copy, notice boards and web site	Free
Who's who on the Council and its Committees	“ “ “	“
Contact details for Parish Clerk and Council members	“ “ “	“
Location of main Council office and accessibility details	“ “ “	“
Staffing - Parish Clerk and Responsible Financial Officer	“ “ “	“
<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)</p> <p>Current and previous financial years (five as a minimum)</p>	Hard copy by appointment with the Clerk	£1 plus 10p per Sheet
Annual return form and report by auditors	Hard copy, notice boards	“

	and web site	
Finalised budget	Hard copy	“
Precept	“ “	“
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy and web site	“
Grants given and received	“ “	“
List of current contracts awarded and value of contract	“ “	“
Members' allowances and expenses	“ “	“
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy, notice boards and web site	£1 plus 10p per sheet
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy, notice boards and web site	Free
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)	Hard copy, notice boards and web site	£1 plus 10p per sheet
Current and previous council year as a minimum		
Timetable of meetings (Council and Committees)	Hard copy, notice boards and web site	“
Agendas of meetings (as above)	Hard copy, notice boards and web site	“

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, notice boards, and web site	“
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	“ “	“
Responses to planning applications	COYC web site	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (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	£1 plus 10p per sheet
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	Hard copy	“
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Hard copy	“

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)		
Information security policy	Hard copy	“
Records management policies (records retention, destruction and archive)	In accordance with legal requirements	“
Data protection policies including GDPR	Based on above - Privacy Policy on web site	“
Schedule of charges (for the publication of information)	As previously listed	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard copy -some information may only be available by inspection	“
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy of relevant Web site	“
Assets Register	Hard copy	“
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 applicable	
Register of members’ interests	Hard copy and Parish and COYC web sites	“
Register of gifts and hospitality	Hard copy	“
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and	Hard copy -some information may only be available by inspection	£1 plus 10p per sheet

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	Hard copy	“
Bus shelters	Hard copy	“
Markets	Not applicable	
Public conveniences	“	“
Agency agreements	“	“
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		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details: Mrs Sally Bruckshaw, Clerk and Responsible Financial Officer c/o New Earswick Primary School, Hawthorn Terrace, New Earswick YO32 4BY
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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	£1 plus 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

