

Information available from Flamborough 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy from the Clerk Website and Notice Board	10p per sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from the Clerk Website and Notice Board	10p per sheet Free
Location of main Council office Accessibility details	Hard copy from the Clerk Website and Notice Board By appointment - the Clerk	10p per sheet Free
Staffing structure	Hard copy from the Clerk	10p per 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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy from the Clerk	£4.00
Finalised budget	Hard copy from the Clerk Website	10p per sheet Free
Precept	Hard copy from the Clerk	10p per sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy from the Clerk Website	10p per sheet Free
Grants given and received	Hard copy from the Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy from the Clerk	10p per sheet
Members' allowances and expenses	Hard copy from the Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from the Clerk Website	10p per sheet Free
Quality status	Hard copy from the Clerk	10 per sheet
Local charters drawn up in accordance with DCLG guidelines		

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy from the Clerk Website and Notice Board</p>	<p>10p per sheet Free</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy from the Clerk Website and Notice Board</p>	<p>10p per sheet Free</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy – Clerk or Library Website</p>	<p>10p per sheet Free</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy from the Clerk</p>	<p>10p per sheet</p>
<p>Responses to consultation papers</p>	<p>Hard copy from the Clerk</p>	<p>10p per sheet</p>
<p>Responses to planning applications</p>	<p>Hard copy from the Clerk</p>	<p>10p per sheet</p>
<p>Bye-laws</p>		

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business: Procedural standing orders</p> <p>Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct</p> <p>Policy statements</p>	<p>Hard copy from the Clerk Website</p> <p>Hard copy from the Clerk Hard copy from the Clerk Website</p>	<p>10p per sheep Free</p> <p>10p per sheet 10p per sheet Free</p>
<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 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)</p>	<p>Hard copy from the Clerk Hard copy from the Clerk Website</p>	<p>10p per sheet 10p per sheet Free</p>
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>	<p>Hard copy from the Clerk</p>	<p>10p per sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy from the Clerk</p>	<p>10p per sheet</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; 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 from the Clerk	10p per sheet
Assets Register	Hard copy from the Clerk	10p per sheet
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)	Hard copy from the Clerk	10p per sheet
Register of members' interests	Hard copy from the Clerk	10p per sheet
Register of gifts and hospitality	Hard copy from the Clerk	10p per sheet
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy from the Clerk Website	10p per sheet Free
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Hard copy from the Clerk Website	10p per sheet Free
Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk Website	10p per sheet Free
Bus shelters	Hard copy from the Clerk Website	10p per sheet Free

Markets		
Public conveniences	Hard copy from the Clerk Website	10p per sheet Free
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from the Clerk	10p per sheet
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**Mrs E Woodhouse
Clerk to the Council
187 South Sea Road
Flamborough
BRIDLINGTON
East Yorkshire
YO15 1AE**

Telephone:

01262 851371

Email:

ian-libby@woodhouse25.freeserve.co.uk

Website:

www.flamborough-pc.gov.uk

Accessibility:

By appointment

Notice Board Location: Camerons Gardens, Flamborough

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 A4 (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Photocopying @ 50p per sheet A3 (B/W)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Inspection of information	Free

* the actual cost incurred by the public authority