

Information available from East Cowton 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>		
Who's who on the Council and its Committees	Website - http://eastcowtonvillage.weebly.com/	No charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website - http://eastcowtonvillage.weebly.com/	No charge
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a -1 employee only	
<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>	Website - http://eastcowtonvillage.weebly.com/	No charge

Current and previous financial year available as below		
Annual return form and report by auditor	Website - http://eastcowtonvillage.weebly.com/	No charge
Finalised budget	hard copy	Charge
Precept	hard copy	Charge
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	hard copy	Charge
Grants given and received	n/a	
List of current contracts awarded and value of contract	hard copy	Charge
Members' allowances and expenses	hard copy	Charge
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) –		
	n/a	
Parish Plan (current and previous year)	n/a	
Annual Report to Parish Meeting (current and previous year as a minimum)	hard copy	Charge
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
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 and any committee/sub-committee meetings and parish meetings)	Council meets on second Monday of each month. No committees.	
Agendas of meetings (as above)	Website - http://eastcowtonvillage.weebly.com/	No charge
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website - http://eastcowtonvillage.weebly.com/ Or hard copy	No charge Charge
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	hard copy	Charge
Responses to consultation papers	hard copy	Charge
Responses to planning applications	hard copy	Charge
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	hard copy where adopted	Charge

Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	hard copy where adopted	Charge
Information security policy	hard copy where adopted	
Records management policies (records retention, destruction and archive)	Minutes kept forever at NYCC archive Finance details 6 years	
Data protection policies	hard copy where adopted	Charge
Schedule of charges (for the publication of information)	See below	No charge
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)	n/a	
Assets register	hard copy	Charge
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 (available from 12.10.15 only)	Charge
Register of members' interests	Hambleton District Council's website http://democracy.hambleton.gov.uk/mgParishCouncilDetails.aspx?ls=12&SLS=5&bcr=1	No Charge
Register of gifts and hospitality	n/a	
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	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Children's Play Area adjacent to the Village Hall and the Millennium Wood	

Seating, litter bins, clocks, memorials and lighting	2 salt bins; 1 dog waste bin; 1 litter bin; 2 bench seats	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Judith Kilsby, Parish Clerk
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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	Photocopying @ 20 pence per sheet (black & white)	Actual cost based on material costs
	Photocopying @ 40 pence per sheet (colour)	Actual cost based on material costs
	Postage	Actual cost of Royal Mail standard 2nd class; recorded and/or 1 st Class if requested
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)