

Information available from East Cowton Parish Council under the Model 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)		
Who's who on the Council and its Committees	From Noticeboard outside Village Hall and 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))	Judith Kilsby, Parish Clerk 01325 378473 judithkilsby@yahoo.co.uk	No charge
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a –Parish Clerk only	
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 available as below		
Annual return form and report by auditor	Paper Copy from Parish Clerk or on Website - http://eastcowtonvillage.weebly.com/	Charge No charge
Finalised budget	Paper Copy from Parish Clerk	Charge

Precept	Paper Copy from Parish Clerk	Charge
Borrowing Approval letter	n/a Council has no loans	
Financial Standing Orders and Regulations	Paper Copy from Parish Clerk	Charge
Grants given and received	No grants given; grants received detailed in Minutes/financial accounts on website http://eastcowtonvillage.weebly.com/ Paper copy from clerk	No Charge Charge
List of current contracts awarded and value of contract	Paper Copy from Parish Clerk	Charge
Members' allowances and expenses	Paper Copy(if any) from Parish Clerk	Charge
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year)	n/a	
Annual Report to Parish Meeting (current and previous year as a minimum)	Paper Copy from Parish Clerk	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)	On noticeboard 3 clear days before meeting and on 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 Paper Copy from Parish Clerk	No charge Charge
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Appended to agenda on website http://eastcowtonvillage.weebly.com/ or Paper Copy from Parish Clerk	No Charge Charge
Responses to consultation papers	Paper Copy from Parish Clerk	Charge
Responses to planning applications	Paper Copy from Parish Clerk Or by viewing on Planning Authority's website	Charge No Charge
Bye-laws	n/a there are none	
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 Code of Conduct Policy statements	Policies that have been adopted by Paper Copy from Parish Clerk or on website http://eastcowtonvillage.weebly.com/	Charge No Charge
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 that have been adopted by Paper Copy from Parish Clerk or on website http://eastcowtonvillage.weebly.com/	Charge No Charge

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Policies that have been adopted by Paper Copy from Parish Clerk or on website http://eastcowtonvillage.weebly.com/	Charge NoCharge
Records management policies (records retention, destruction and archive)	Policies that have been adopted by Paper Copy from Parish Clerk or on website http://eastcowtonvillage.weebly.com/	Charge NoCharge
Data protection policies	Policies that have been adopted by Paper Copy from Parish Clerk or on website http://eastcowtonvillage.weebly.com/	Charge NoCharge
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	Paper Copy from Parish Clerk or on Website - http://eastcowtonvillage.weebly.com/	Charge No 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)	Paper Copy (available from 12.10.15 only) from Parish Clerk	Charge

Register of members' interests	On 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 Councillors do not accept gifts and hospitality in excess of £25	
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	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Council is responsible for Children's Play Area adjacent to the Village Hall and the Millennium Wood. There is no additional literature	
Seating, litter bins, clocks, memorials and lighting	4 salt bins; 2 dog waste bins; 3 litter bins; 3 litter/dog waste bins; 1 recycling bin; 9 bench seats. There is no additional literature. Extra salt bins serviced by County Council and waste bins serviced by District Council	
Bus shelters	2	
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	

Contact details: Judith Kilsby, Parish Clerk

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judithkilsby@yahoo.co.uk

Website: <http://eastcowtonvillage.weebly.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 @ 20 pence per sheet (black & white only)	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)

Approved 11 January 2016