

FREEDOM OF INFORMATION ACT 2000 (Section 20)

Information available from Clapham cum Newby Parish Council (North Yorkshire) under the Model Publication Scheme (Approved by Council: 28th July 2015)

In most instances, items marked 'hard copy' are available at a cost of 10p per sheet or by e-mail, please see schedule of costs below.

Information to be published	How the information can be obtained	Cost – See schedule below
<u>Class1 - Who we are and what we do</u> (Organisational information, structures, locations and contacts)	Parish Council, 6 Members	
Who's who on the Council and its Committees	List on Parish Notice board in Clapham or visit website www.claphamyorkshire.co.uk/cnpc/index.html	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk: Ms Gillian Muir 3 Sunnybank Cottages Clapham, via Lancaster North Yorkshire LA2 8DY Email: claphamclerk@btinternet.com Tel: 015242 51775 Other councillors information on Clapham PC notice board & www.claphamyorkshire.co.uk/cnpc/index.html	
Location of main Council office and accessibility details	Via clerk by e-mail or telephone. Meetings by appointment	
Staffing structure	Clerk only	

<u>Class 2 – What we spend and how we spend it</u> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy, copy available on website from September 2015 onwards	See page 6
Finalised budget	Minutes: hard copy, email or from 2015 onwards via website	See page 6
Precept	Minutes: hard copy, email or from 2015 onwards via website	See page 6
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	hard copy, email or from 2015 onwards via website	See page 6
Grants given and received	Minutes: hard copy, email or from 2015 onwards via website	See page 6
List of current contracts awarded and value of contract	On request to the Clerk	See page 6
Members' allowances and expenses	On request to the Clerk	
<u>Class 3 – What our priorities are and how we are doing</u> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (carried out in 2008)	Limited number of hard copies available.	
Annual Report to Parish Meeting (current and previous year as a minimum)	Minutes: hard copy, email or from 2015 onwards via website	See page 6
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	None in place	
<u>Class 4 – How we make decisions</u> (Decision making processes and records of decisions)		

Current and previous council year as a minimum		
Timetable of Council meetings	Parish notice board & website	
Agendas of meetings (as above)	Notice board - at least 3 clear days before meeting, free e-mail service - apply via clerk or via website	
Minutes of meetings (as above) – NB This will exclude information that is properly regarded as private to the meeting.	e-mail, hard copy & website (after approval by Council). Unapproved minutes are displayed on the notice board approximately one week after each meeting.	See page 6
Reports presented to council meetings – NB This will exclude information that is properly regarded as private to the meeting.	Available from Clerk at least three clear days before meeting or at the meeting	See page 6
Responses to consultation papers	See Minutes: hard copy, email or website	See page 6
Responses to planning applications	See Minutes: hard copy, email or website	See page 6
Bye-laws	None	
<u>Class 5 – Our policies and procedures</u> (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* Delegated authority in respect of Clerk* Code of Conduct Financial Regulations Publication Scheme Risk Management policy Data Protection policy All other policies	Hard copy or e-mail from Clerk Or go to website	See page 6
Policies and procedures for the provision of services and about the employment of staff:	In line with NALC and SLCC guidelines	See page 6

Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policy	In line with NALC and SLCC guidelines. No written policy documents due to staffing levels.	
Policies and procedures for handling requests for information Complaints procedure (including those covering requests for information and operating the publication scheme)	Complaints procedure and procedures for obtaining information under the Freedom of Information Act 2000 are in Standing Orders	
Information security policy	Back up of computer details; documents held by Clerk	
Records, management policies (records retention, destruction and archive)	Minutes & Finance Summary - forever (after two years lodged with County Records Office) Finance details - 6 years Only important documents kept longer than 3 months	
Schedule of charges (for the publication of information)	On this document	
<u>Class 6 – Lists and Registers</u> 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)	None held	

Assets Register	Hard copy, email or website	See page 6
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)	If available - hard copy or e-mail	See page 6
Register of members' interests	Apply to clerk or refer to website	See page 6
Register of gifts and hospitality	Apply to clerk	See page 6
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	E-mail or hard copy	See page 6
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	See Asset Register above	See page 6
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Street Lighting	4 Street lights – details available from Clerk on request or by e-mail or hard copy	See page 6
Additional Information	None at this time	

Contact details:

Clerk and Responsible Financial Officer

Ms Gillian Muir

3 Sunnybank Cottages

Clapham

North Yorkshire

LA2 8DY

Telephone: 015242 51775

e-mail: claphamclerk@btinternet.com

Members of the Council - as per list on parish notice board, parish council and Craven District Council websites.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 20p per sheet (colour)	Actual cost including computer use. Any bulk copying will attract a service charge based on time involved – to be agreed with person requesting the information in advance of provision of the material. Payable on provision.
	Postage	Actual cost of Royal Mail standard 2 nd class; recorded if requested
Statutory Fee		In accordance with the relevant legislation
Other	Retrieval costs	Reasonable charges for retrieval including travel and time.