

Menwith with Darley Parish Council

Information available under the publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Who's who on the Council Contact details for Parish Clerk and Council members	Web-site Notice boards Hard copy (per sheet)	<i>Free</i> <i>Free</i> <i>10p</i>
Class 2 – What we spend and how we spend it Annual return form and report by auditor Finalised budget and Precept Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses	Inspection via Clerk Web-site (some items) Hard copy (per sheet)	<i>Free / £5 per hour</i> <i>****</i> <i>Free</i> <i>10p</i>
Class 3 – What our priorities are and how we are doing Parish Plan (if in existence) Annual Report to Parish Assembly (in Minutes) Quality status information (if in existence)	Web-site Hard copy (per sheet)	<i>Free</i> <i>10p</i>
Class 4 – How we make decisions Timetable of meetings Agendas of meetings Responses to consultation papers (in Minutes) Responses to planning applications (in Minutes) Reports presented to council meetings (in Minutes) - NB this will exclude information that is properly regarded as private to the meeting	Web-site Notice boards Hard copy (per sheet)	<i>Free</i> <i>10p</i>
Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting	As above + hard copies available at village shop	<i>Free</i>

<p>Class 5 – Our policies and procedures 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</p>	<p>Inspection Via Parish Clerk</p> <p>Web-site Hard copy (per sheet)</p>	<p><i>Free / £5 per hour</i> ****</p> <p><i>Free</i> 10p</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>As above where policies exist</p>	
<p>Other Policies Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information) E-mail usage Others that may be adopted</p>	<p>As above, where policies exist</p>	
<p>Class 6 – Lists and Registers Assets Register Disclosure log (indicating the information that has been provided in response to requests) Register of members' interests Register of gifts and hospitality Any other publicly available register or list</p>	<p>Inspection Via Parish Clerk</p>	<p><i>Free / £5 per hour</i> ****</p>

<p>Class 7 – The services we offer Bus shelters Seating Village name signs Services of Parish caretaker</p>	<p>See Assets Register above See Minutes for information</p>	
<p>Additional Information Nothing else as at date of adoption January 2009</p>		

Contact details:

All requests for information should be made, in writing, to the Clerk to the Council
 Mrs Susan Welch, Green Acres, Sheepcote Lane, Darley, HG3 2RP

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..10p per sheet (black & white)	Actual cost 5p + small admin charge
	Photocopying @ ..45p per sheet (colour)	Actual cost 40p + small admin charge
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other ****	Inspection with Clerk Free for 1 st 30 mins then £5/hour	Clerk's time is £8.80/hr