

Freedom of Information

Information available from Holme on Spalding Moor 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) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website, notice-boards and hard copy	
Who's who on the Council and its Committees	Website, notice-boards and hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, notice-boards and hard copy	
Location of main Council office and accessibility details	Website, notice-boards and hard copy	
Staffing structure	Website, notice-boards and hard copy	
<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) Current and previous financial year as a minimum</p>	Previous year website and hard copy Current year hard copy	
Annual return form and report by auditor	Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Website and hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	

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 as a minimum)	Hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and hard copy	
Quality status	To be applied for 2009	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website and hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and hard copy	
Agendas of meetings (as above)	Website, notice-boards and hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, notice-boards and hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy	
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	Website and hard copy	

Code of Conduct Policy statements		
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 (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Where applicable hard copy	
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	Not applicable	
Schedule of charges)for the publication of information)	Hard copy	
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)	Not applicable	
Assets Register	Hard copy	
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)	Not applicable	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
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	Hard copy	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Parish Clerk, Steve Young, 60 Main Street, Bubwith, Selby YO8 6LX, 01757 288234
annensteveyoung@tiscali.co.uk**

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 (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class