

Information available from Crigglestone Parish Council under the Model Publication Scheme

| Information to be published | How the information can be obtained | Cost-per sheet & postage |
|---|---------------------------------------|--------------------------|
| 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. | (hard copy and/or website) | |
| Who's who on the Council and its Committees | Web site Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Web site Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Location of main Council office and accessibility details | Web site Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Staffing structure | Website Hard copy – contact Clerk | Free 10p/sheet,p&p |
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| 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 | (hard copy and/or website) | |
| Annual return form and report by auditor | Website Hard copy – contact RFO | Free Refer to annual declaration notice |
| Finalised budget | Website Hard copy – contact RFO | Free 10p/sheet,p&p |
| Precept | Web site Hard copy – contact RFO | Free 10p/sheet,p&p |
| Borrowing Approval letter | Not applicable | |
| Financial Standing Orders and Regulations | Website Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Grants given and received | Website Hard copy – contact RFO | Free 10p/sheet,p&p |
| List of current contracts awarded and value of contract | Hard copy – contact Clerk | 10p/sheet,p&p |
| Members' allowances and expenses | Hard copy – contact Clerk | 10p/sheet,p&p |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) Community Plan 2011 (Parish Plan 2004 + 2006 and 2008 updates) | Web site Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Annual Report to Parish Meeting (current and previous year as a minimum) | Web site Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |

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| 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, any committee/sub-committee meetings and parish meetings) | Web site Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Agendas of meetings (as above) | Web site Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Web site Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Digital copies – contact Clerk Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Responses to consultation papers | Digital copies – contact Clerk Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Responses to planning applications | Digital copies – contact Clerk Hard copy – contact Clerk | Free 10p/sheet,p&p |
| Bye-laws | Not applicable | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (hard copy or website) | |
| 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 Grant aid policy | Web site Hard copy – contact Clerk | Free 10p/sheet,p&p |

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| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Service Level Agreement with Police</p> | <p>)</p> <p>) Web site</p> <p>) Hard copy – contact Clerk</p> <p>)</p> <p>)</p> | <p>Free</p> <p>10p/sheet,p&p</p> |
| Information security policy | | |
| Records management policies (records retention, destruction and archive) | | |
| Data protection policies | <p>Web site</p> <p>Hard copy - contact Clerk</p> | <p>Free</p> <p>10p/sheet,p&p</p> |
| Schedule of charges (for the publication of information) | See end of document | |
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| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | (hard copy or website; some information may only be available by inspection) | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Available for inspection – contact the Clerk | <p>Free</p> <p>10p/sheet,p&p</p> |
| Assets Register | Contact the RFO | |
| 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) | | |
| Register of members' interests | Website or contact the Clerk | |
| Register of gifts and hospitality | Available for inspection – contact the Clerk | |
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| <p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and</p> | (hard copy or website; some information may | |

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| newsletters produced for the public and businesses) Current information only | only be available by inspection) | |
| Allotments | | |
| Burial grounds and closed churchyards | | |
| Community centres and village halls | Web site Hard copy – contact Clerk | |
| Parks, playing fields and recreational facilities: Betty Eastwood Park | Web site Hard copy – contact Clerk | |
| Seating, litter bins, clocks, memorials and lighting | | |
| Bus shelters | | |
| Markets | | |
| Public conveniences | | |
| Agency agreements | | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | | |
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| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details:

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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 @ 10p per sheet (black & white) | Actual cost * |
| | Photocopying @ 40p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class for A4 size & weight |
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| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |

* the actual cost incurred by the public authority

Reviewed/ Approved by Crigglestone PC 2nd May 2017