

**INFORMATION AVAILABLE FROM KIRKANDREWS ON ESK PARISH COUNCIL
UNDER THE MODEL PUBLICATION SCHEME**

Information to be published	How the information can be obtained	Cost
In accordance with the Freedom of Information Act 2009, Kirkandrews on Esk Parish Council has introduced a publication scheme which is a guide to the types of information we will publish. The publication scheme can be accessed at the Parish Council website – https://sites.google.com/site/kirkandrewsoneskparishcouncil/home Or a paper copy is available for inspection at the Parish Council office, address detailed below	Office is open Monday/Friday 9.00am – 3.00pm	See costs below
Class 1 - Who We Are And What We Do (This Will Be Current Information Only)		
Who's who on the Council	Website Hard copy from Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy from Clerk	Free 10p/sheet
Class 2 – What We Spend And How We Spend It		
Annual return form (current year)	Website	Free
Expenditure over £100.00	Website	Free
Report by auditor	Website Hard copy from Clerk	Free 10p/sheet
Finalised budget	Website Hard copy from Clerk	Free 10p/sheet
Precept	Website Hard copy from Clerk	Free 10p/sheet
Financial Standing Orders and Regulations	Website Hard copy from Clerk	Free 10p/sheet
Grants given and received	Website Hard copy from Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	10p/sheet
Class 3 – What Our Priorities Are And How We Are Doing		
Parish Plan (current and previous year as a minimum)	Website Hard copy from Clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy from Clerk	Free 10p/sheet

Class 4 – How We Make Decisions Current and Previous Council Year as a Minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy from Clerk	Free 10p/sheet
Agendas and associated papers	Website Hard copy from Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Clerk	Free 10p/sheet
Responses to consultation papers	Hard copy from Clerk	10p/sheet
Responses to planning applications	Hard copy from Clerk	10p/sheet
Class 5 – Our Policies And Procedures Current Information Only		
Policies and procedures for the conduct of council business where available: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy from Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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)	Hard copy from Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Website Hard copy from Clerk	Free 10p/sheet
Data protection policies	Website Hard copy from Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	See below	

Class 6 – Lists And Registers Currently Maintained Lists and Registers Only		
Any publicly available register or list	Inspection – contact Clerk	
Disclosure Log	Hard copy or email from the Clerk	10p/sheet
Assets Register	Website Hard copy from Clerk	Free 10p/sheet
Register of members' interests	Website	Free
Register of gifts and hospitality	Inspection – contact Clerk	
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	Copies of all these documents may be requested from the Council office in writing or by email. Electronic copies of most documents are available. Some documents are available for inspection only and may not be copied.	
Community centres and village halls	Website Hard Copy Inspection – contact Clerk	Free 10p/sheet
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	Free 10p/sheet
Bus shelters	Website Hard Copy	Free 10p/sheet

Contact details:

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Email: Kirkandrewsoneskpc@gmail.com

Tel: 016977 3382

SCHEDULE OF CHARGES

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
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred by the public authority

Adopted by Kirkandrews on Esk Parish Council on 14th September 2015

Reviewed on 14th May 2018