

Information available from North Ferriby Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard Copy	Free See charges
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free See charges
Location of main Council office and accessibility details	Website Hard Copy	Free See charges
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	Free See charges
Finalised budget	Website Hard Copy	Free See charges

Precept	Website Hard Copy	Free See charges
Borrowing Approval letter	Hard Copy	See charges
Financial Standing Orders and Regulations	Website Hard Copy	Free See charges
Grants given and received	Hard Copy	See charges
List of current contracts awarded and value of contract	Hard Copy	See charges
Members' allowances and expenses	Hard Copy	See charges
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free See charges
Parish Plan – from 2011	Website	Free
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)	Website Hard Copy	Free See charges
Agendas of meetings (as above)	Website Hard Copy	Free See charges
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free See charges
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	See charges
Responses to consultation papers	Hard Copy	See charges
Responses to planning applications	Hard Copy	See charges

Class 5 – Our policies and procedures (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	Website Hard Copy	Free See charges
Committee and sub-committee terms of reference	Hard Copy	See charges
Code of Conduct	Website Hard Copy	Free See charges
Policy statements	Hard Copy	See charges
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)	Hard Copy	See charges
Information security policy	Hard Copy	See charges
Records management policies (records retention, destruction and archive)	Hard Copy	See charges
Data protection policies	Hard Copy	See charges
Schedule of charges (for the publication of information)	Website Hard Copy	Free See charges

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard Copy	See charges
Register of members' interests	Website Hard Copy	Free See charges
Register of gifts and hospitality	Hard Copy	See charges
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	Hard Copy	See charges
Community centres and village halls	Hard Copy	See charges
Parks, playing fields and recreational facilities	Hard Copy	See charges
Burial grounds and closed churchyards	N/A	
Seating, litter bins, memorials and lighting	Hard Copy	See charges
Bus shelters	Hard Copy	See charges
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

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 @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority