

HORTON IN RIBBLESDALE PARISH COUNCIL

Publication Scheme Classification Information Chart – 8th January 2018 P1

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts.	Website Hard copy	Free 10p/sheet
Who's who on the Council and its Committees.	Website Noticeboards	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and e-mail address (if used))	Website Noticeboards	Free
Location of main Council office and accessibility details.	Website Noticeboards	Free
Staffing structure	Website Hard copy	Free 10p/sheet
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.		
Annual return form and report by auditor	Website Noticeboards Hard copy	Free 10p/sheet
Finalised budget	Website Hard copy	Free 10p/sheet
Precept	Website Hard copy	Free 10p/sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 10p/sheet
Grants given and received	Website Hard copy	Free 10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Member's allowances and expenses	Website Hard copy	Free 10p/sheet
Borrowing approval letter	Website Hard copy	Free 10p/sheet
Class 3 – What our priorities are and how we are doing. Strategies and plans, performance indicators, inspections and reviews.		
Parish plan (current and previous year as a minimum)	Website Hard copy	Free 10p/sheet
Annual Report to Parish (current & previous year) Quality status, and local charters (DCLG guidelines)	Website Hard copy	Free 10p/sheet

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Publication Scheme Classification Information Chart – 8th January 2018 P2

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions. (Decision making processes and record of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, Committee/sub-committee, and parish meetings)	Website Noticeboards	Free
Agendas of meetings (as above)	Website Noticeboards Hard copy	Free
Minutes of meetings (as above) N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p/sheet
Reports presented to council meetings N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p/sheet
Responses to consultation papers	Website Hard copy	Free 10p/sheet
Responses to planning applications	Website Hard copy	Free 10p/sheet
Bye-laws	Website Hard copy	Free 10p/sheet
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. Delegated authority in respect of officers. Code of Conduct. Policy statements.	Website & Hard copy	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff. Equality & diversity, health & safety, recruitment & vacancies. Complaint procedures (including those covering requests for information and operating the publication scheme, information security)	Website & Hard copy	Free 10p/sheet
Records management policies (records retention, destruction and archive & data protection)	Website Hard Copy	Free 10p/sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p/sheet

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Publication Scheme Classification Information Chart – 8th January 2018 P3

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only		
Electoral Register	Inspection only	Free
Assets Register	Website Hard copy	Free 10p/sheet
Register of members interests	Website Inspection	Free
Burial Records	Inspection only	Free
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		
Burial grounds and closed churchyards Cemetery Rules Burial Fees	Displayed in the burial ground. Hard copy	Free 10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial)	Website Hard copy	Free 10p/sheet

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. Charge represent the actual cost incurred by the council.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p/sheet Black and white only.	The charge to cover necessary resource usage.
Postage requirements	Royal mail 2 nd class	Recovery of postage charge
All charges to be paid	prior to issuing all hard	copy documents

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