

**Information routinely available from Cloughton Parish Council
under the Model Publication Scheme effective 1/1/2009**

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) Current information only	Available via Website and Hard copy unless otherwise stated	Free 10p/sheet
Who's who on the Council and its Committees	Website only	Free
Contact details for Parish Clerk & Council members	Clerk on website, councillors via Clerk	Free
Location of main Council office and accessibility details	Location – see Website Accessibility – by prior appointment only (private house).	
Staffing structure	Website	

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 only	Available via Website (minutes) and Hard copy unless otherwise stated	Free 10p/sheet
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations	**Hard copy only**	
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Available via Website and Hard copy unless otherwise stated	Free 10p/sheet
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality Status		
Local charters drawn up in accordance with DCLG guidelines		

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year only unless otherwise stated	Available via Website and Hard copy unless otherwise stated	Free 10p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) **Current year only**	Website only	
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting		
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Hard copy only	
Responses to consultation papers		
Responses to planning applications		
Bye laws		

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy only unless otherwise stated	10p/sheet
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		
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	Website & hard copy	
Complaints procedures (including those covering requests for information and operating the publication scheme)	General complaints – hard copy only. FOI complaints – website and hard copy.	
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the provision of information)	Website and hard copy.	

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Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Assets Register	Hard copy only	10p/sheet
Register of members' interests	Held by Scarborough Borough Council	
Register of gifts and hospitality	Held by Scarborough Borough Council	

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	Hard copy only	10p/sheet
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
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)		

Contact details:

Clerk to the Council:
Mrs J Marley
Annan
41 Scalby Road
Burniston
Scarborough
YO13 0HN

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 and white)	Actual cost
	Photocopying (colour)	Service not available
	Postage	Actual cost of Royal Mail standard 2nd class
Other	Research fee for retrieving material which is not routinely available due to it being in storage or archives £5/half hour or part thereof	Actual cost