

Information available from Eastfield Parish Council under the model publication scheme. Re-adopted by the Parish Council on 30 Apr 12

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Notice Boards By appointment with Clerk	Free Free 10p sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice Boards By appointment with Clerk	Free Free 10p sheet
Location of main Council office and accessibility details	Website Notice Boards	Free Free
Staffing structure	Not applicable	

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	By appointment with Clerk	10psheet
Finalised budget	By appointment with Clerk	10psheet
Precept	By appointment with Clerk	10psheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	By appointment with Clerk	10psheet
Grants given and received	By appointment with Clerk	10psheet
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	
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)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	By appointment with Clerk	10psheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Notice Boards By appointment with Clerk	Free Free 10psheet
Agendas of meetings (as above)	Website Notice Boards By appointment with Clerk	Free Free 10psheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Notice Boards By appointment with Clerk	Free Free 10psheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	By appointment with Clerk Website	10psheet Free
Responses to consultation papers	By appointment with Clerk	10psheet
Responses to planning applications	By appointment with Clerk/ Scarborough Borough Council	10psheet
Bye-laws	Scarborough Borough Council	
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)	By appointment with Clerk	10psheet
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Not applicable Not applicable Not applicable By appointment with Clerk By appointment with Clerk By appointment with Clerk	 10psheet 10psheet 10psheet
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	Not applicable	
Schedule of charges)for the publication of information)	Included in this notice	
Class 6 – Lists and Registers Currently maintained lists and registers only	(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	By appointment with Clerk	10psheet

circumstances existing access provisions will suffice)		
Assets Register	By appointment with Clerk	10psheet
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)	By appointment with Clerk	10p per sheet
Register of members' interests	Scarborough Borough Council	
Register of gifts and hospitality	By appointment with Clerk	10psheet
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 or website; some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Selected seating only – by appointment with Clerk	10psheet
Bus shelters	Selected ones only – by appointment with clerk	10p sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Included with this notice	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mr S Simpson
 Clerk to Eastfield Parish Council
 Community Centre
 High Street
 Eastfield
 YO11 3LJ
 Tel: 01723 586655
 email: eastfieldpc@btconnect.com
 www: eastfieldparishcouncil.org.uk

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		Not applicable
Other		Not applicable

* the actual cost incurred by the public authority