

## Information available from Newton Kyme cum Toulston Parish Council

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.	Hard copy from the Clerk; Website	20p per A4 sheet b/w 40p colour
Who's who on the Council and its Committees	Hard copy from the Clerk; Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from the Clerk; Website	
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Only Clerk	
<b>Class 2 – What we spend and how we spend it</b> (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 from the Clerk; Website	
Annual return form and report by auditor	Hard copy from the Clerk; Website	
Finalised budget	Hard copy from the Clerk; Website	
Precept	Hard copy from the Clerk	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy from the Clerk; Website	

Grants given and received	Hard copy from the Clerk	
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard copy from the Clerk; 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)	Hard copy from the Clerk; Website	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy from the Clerk; Website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from the Clerk; Website; notice boards	
Agendas of meetings (as above)	Hard copy from the Clerk; Website; notice boards	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk; Website; notice boards	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk; Website; notice boards	
Responses to consultation papers	Hard copy from the Clerk; Website	
Responses to planning applications	Hard copy from the Clerk; Website	
Bye-laws	Not applicable	

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)          Current information only</p>	Hard copy from the Clerk; Website	
<p>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</p>	Hard copy from the Clerk; Website	
<p>Policies and procedures for the provision of services and about the employment of staff:          Internal instructions to staff and 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)</p>	Not applicable	
Information security policy	Under review	
Records management policies (records retention, destruction and archive)	Hard copy from the Clerk	
Data protection policies	Under review	
Schedule of charges (for the publication of information)	Hard copy from the Clerk; Website	
<p><b>Class 6 – Lists and Registers</b>           Currently maintained lists and registers only</p>	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 circumstances existing access provisions will suffice)	Hard copy from the Clerk	
Assets register	Hard copy from the Clerk	
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)	Hard copy from the Clerk	
Register of members' interests	Hard copy from the Clerk; Website	
Register of gifts and hospitality	Not applicable	
<b>Class 7 – The services we offer</b> (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	Hard copy from the Clerk	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	If any, hard copy from the Clerk	

**Contact Details**

**The Clerk, Newton Kyme cum Toulston Parish Council, 26 Clifford Moor Road, Boston Spa LS23 6PG**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost 20p*
	Photocopying @ 40p per sheet (colour)	Actual cost 40p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

10<sup>th</sup> September 2018