



## North Leverton with Hablesthorpe Parish Council

### Information Available From North Leverton with Hablesthorpe Parish Council Under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who on the Council and its Working Groups	Hard Copy, E-mail & PC Website	10p per page + pp
Contact details for Parish Clerk and council members (named contacts where possible with telephone number and email address (if used))	Hard Copy, E-mail & PC Website	10p per page + pp
Location of main council office and accessibility details – no office details. Clerk and/or Chairman available for contact in person by prior arrangement, by phone, by e-mail & by post	Hard Copy, E-mail & PC Website	10p per page + pp
Staffing structure – Part-time 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		
Annual return form and report by auditor	Hard Copy, E-mail & PC Website	10p per page + pp
Finalised budget	Hard Copy, E-mail & PC Website	10p per page + pp

Precept – recorded in minutes	Hard Copy, E-mail & PC Website	10p per page + pp
<del>Borrowing Approval letter</del>	N/A	N/A
Financial Standing Orders and Regulations	Hard Copy, E-mail & PC Website	10p per page + pp
Grants given and received	Hard Copy, E-mail & PC Website	10p per page + pp
List of current contracts awarded and value of contract	Hard Copy, E-mail & PC Website	10p per page + pp
List of self-employed services engaged by council and rates charged	Hard Copy, E-mail & PC Website	10p per page + pp
Members' allowances and expenses	Hard Copy, E-mail & PC Website	10p per page + pp
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Chairman's Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy, E-mail & PC Website	10p per page + pp
<del>Quality status</del>	N/A	N/A
<del>Local charters drawn up in accordance with DCLG guidelines</del>	N/A	N/A

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, planning and parish meetings)	Hard Copy, E-mail, PC Website & PC notice Board	10p per page + pp
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.	Refer to minutes of relevant meeting	10p per page + pp
Responses to consultation papers		
Responses to planning applications		
Bye-laws	N/A	N/A
<b>Class 5 – Our policies and procedures</b> (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 <del>Committee and sub-committee terms of reference</del> Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy, E-mail & PC Website	10p per page + pp
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	Hard Copy, E-mail & PC Website	10p per page + pp

**ANNEX 2**

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)		
Information security policy	Hard Copy, E-mail & PC Website	10p per page + pp
Records management policies (records retention, destruction and archive)	Hard Copy, E-mail & PC Website	10p per page + pp
Data protection policies	Hard Copy, E-mail & PC Website	10p per page + pp
Schedule of charges (for the publication of information)	As documented in this publication	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Non held – Refer to BDC & NCC	N/A
Assets Register (see budget)	Hard Copy, E-mail & PC Website	10p per page + pp
<del>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)</del>		
Register of members' interests	BDC Monitoring Officer	
Register of gifts and hospitality (this is currently being drafted for formal adoption and will be available for viewing when complete)	TBA	

## ANNEX 2

<p><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)</p> <p>Current information only</p>		
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)		
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact Parish Clerk by email [clerk@northlevertonwithhabblesthorpeparishcouncil.gov.uk](mailto:clerk@northlevertonwithhabblesthorpeparishcouncil.gov.uk)

## 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 @10p per sheet (black & white)	Actual cost *
	Photocopying @...p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class + 10p for envelope
<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