

TOWTON, GRIMSTON & KIRKY WHARFE WITH NORTH MILFORD PARISH COUNCIL

Freedom of Information Act 2000

Information available from Fairburn Parish Council under the Freedom of Information Act model publication scheme

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information received through the website or email will be free of charge.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
<u>List of Council members and their responsibilities</u> <u>Council Committee membership</u> <u>Staffing structure</u> Parish Clerk/Responsible Financial Officer	All information is available in hardcopy All information available on the Council website: www.towtonpc.org.uk	50p per sheet
<u>Contact details for Parish Clerk</u> <u>Website</u> www.towtonpc.org.uk	clerk@towtonpc.org.uk	N/A
Location of main Council office and accessibility details	The Council does not have an office. Clerks contact details published on the website and noticeboard	None

TOWTON, GRIMSTON & KIRKY WHARFE WITH NORTH MILFORD PARISH COUNCIL

Class 2 – What we spend and how we spend it		
Statement of accounts and internal audit report in the format included in the Annual Return form (last 3 years)	Can be inspected by appointment with the Clerk Available on the website	50p per sheet
Finalised budget	Can be inspected by appointment with the Clerk Available on the website	50p per sheet
Precept	Can be inspected by appointment with the Clerk Available on the website	50p per sheet
Borrowing Approval letter	Not held	N/A
All items of expenditure above £100	Can be inspected by appointment with the Clerk Available on the website	50p per sheet
Standing Orders and Financial Regulations	Can be inspected by appointment with the Clerk Available on the website	50p per sheet
Grants given and received	Can be inspected by appointment with the Clerk Available on the website – within minutes	50p per sheet
List of current contracts awarded and value of contract	Can be inspected by appointment with the Clerk	50p per sheet

TOWTON, GRIMSTON & KIRKY WHARFE WITH NORTH MILFORD PARISH COUNCIL

	Available on the website – within minutes	
Members’ allowances and expenses	Not held as not applicable	N/A
Class 3 – What our priorities are and how we are doing		
Annual governance statement in format included in the Annual Return form	Can be inspected by appointment with the Clerk Last 3 years available on the website	50p per sheet
Parish Plan	Not held	N/A
Annual Report to Parish Meeting	Can be inspected by appointment with the Clerk Available on the website – within minutes	50p per sheet
Quality status	Not held	N/A
Local charters drawn up in accordance with DLUHC’s guidelines	Not held	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	N/A
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Can be inspected by appointment with the Clerk Available on the website and noticeboard	50p per sheet
Agendas of meetings (as above)	Can be inspected by appointment with the Clerk	50p per sheet

TOWTON, GRIMSTON & KIRKY WHARFE WITH NORTH MILFORD PARISH COUNCIL

	Available on the website and noticeboard	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Can be inspected by appointment with the Clerk Available on the website and noticeboard	50p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Can be inspected by appointment with the Clerk Available on the website within minutes	50p per sheet
Responses to consultation papers	If any held: Can be inspected by appointment with the Clerk Available on the website within minutes	50p per sheet
Responses to planning applications	Can be inspected by appointment with the Clerk Available on the website within minutes	50p per sheet
Bye-laws	None held	N/A
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers 	Can be inspected by appointment with the Clerk Available on the website	50p per sheet

TOWTON, GRIMSTON & KIRKY WHARFE WITH NORTH MILFORD PARISH COUNCIL

<ul style="list-style-type: none"> • Code of Conduct • Policy statements 		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>If held: Can be inspected by appointment with the Clerk</p> <p>Available on the website</p>	50p per sheet
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Can be inspected by appointment with the Clerk</p> <p>Available on the website</p>	50p per sheet
Class 6 – Lists and Registers		
Assets register, including details of public land and building assets	Can be inspected by appointment with the Clerk	50p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Can be inspected by appointment with the Clerk	50p per sheet
Register of members' interests	<p>Can be inspected by appointment with the Clerk</p> <p>Available on North Yorkshire Councils website</p>	50p per sheet

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Register of gifts and hospitality	Not held	N/A
Class 7 – The services we offer		
Parks, playing fields and recreational facilities – skatepark, outdoor gym and BMX track	Contact Clerk for information	50p per sheet
Seating, litter bins, clocks, memorials and lighting	Contact Clerk for information	50p per sheet
Bus shelters	Contact Clerk for information	50p per sheet
Additional Information		
Information not itemised in the lists above		
None		

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Actual cost *
	Photocopying per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	In accordance with the relevant legislation

* the actual cost incurred