

Information available from Killinghall Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Costs (see below)
Class1 - Who we are and what we do	Killinghall Parish Council consisting of two Wards: Killinghall, and Killinghall Moor	N/A
	Information published and circulated in Parish Recorder and Meeting Minutes	see below
Who's who on the Council and its Committees	Website and Killinghall Recorder	N/A
Contact details for Parish Clerk and Council members	Website, PC noticeboard and Killinghall Recorder	
Location of main Council office and accessibility details	Parish Clerk at 4 The Square, Killinghall Visits by appointment during working hours.	N/A
Staffing structure	Part-time Clerk only	
Class 2 – What we spend and how we spend it	Previous years annual accounts available from Clerk. Audit info (see below) and/or view by appointment with Clerk.	see below
Annual return form and report by auditor	Published via Noticeboard and available via Clerk	see below
Finalised budget	Minuted via precept	
Precept	Minuted	see below
Financial Standing Orders and Regulations	Available from Clerk	see below
Grants given and received	Recorded in annual accounts	N/A
List of current contracts awarded and value of contract	Grass cutting £38 per cut (2009)	N/A
Members' allowances and expenses	Recorded in Mins. Allowances N/A	see below

Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	Minuted	see below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and minutes	see below
Quality status	On going training	n/a
Local charters drawn up in accordance with DCLG guidelines	N/A	n/a
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Monthly – 1 st Wed each month. more if necessary. Quarterly Glebe Committee Meetings, more if necessary, Annual Assembly and Annual Meeting all Published in PC Noticeboards and Website.	see below
Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Clerk's Financial items exempt information available as above	see below
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Included in minutes – usually verbally presented	see below
Responses to consultation papers	Following discussion, recorded in mins and responded to accordingly	see below
Responses to planning applications	Following discussion, majority decision recorded in mins and responded to accordingly	see below
Bye-laws	Dog Ban on Recreation area known as Glebe (on website and minuted)	see below
Class 5 – Our policies and procedures		
Procedural standing orders	Standing Orders produced.	
Committee and sub-committee terms of reference	Terms of Ref Glebe Mgte Comm	
Delegated authority in respect of officers	Financial Responsibility - The Clerk. N/A Officers	
Code of Conduct	Code of Conduct Agreed	
Policy statements	Risk Management and Register of Interest	
Policies and procedures for the provision of services and about the employment of staff:	Staff Terms of contract and disciplinary regs; financial terms of ref; advertise when necessary; depends the request: written response, verbal and supply of copy info as required; no formal procedure – in first instance Clerk and Chair	

Internal policies relating to the delivery of services	n/a	
Equality and diversity policy	n/a	
Health and safety policy	n/a	
Recruitment policies (including current vacancies)	n/a	
Policies and procedures for handling requests for information	Directed through the Clerk	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Directed through the Clerk Chair to discuss and agree with Members	
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	As and when required, agreed and minuted.	see below
Data protection policies	Proceed if necessary in accordance with Data Protection Act	n/a
Schedule of charges(for the publication of information)	Available from Clerk	see below
Class 6 – Lists and Registers		
Currently maintained lists and registers only	List of contacts for local organisations with their agreement appear on Website.	N/A
Any publicly available register or list	None held other than Register of electors – Clerk – do not publish	N/A
Assets Register	Maintained	
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)	Requests for info brought to attention of Members and recorded in the minutes	see below
Register of members' interests	Reported and noted in Minutes	see below
Register of gifts and hospitality	Record kept by Clerk	see below
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	n/a	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Play equipment and recreation area-Website	
Bus shelters	NYCC owned and maintained	
Agency agreements	n/a	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Recover rental paid for bus shelter site at Three Horse Shoes, A61 - from NYCC.	
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Contact details:

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Killinghall**

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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
Photocopying @ per sheet (black & white)	10p per sheet
Photocopying @.per sheet (colour)	20p per sheet
Postage	Actual cost of Royal Mail standard 2 nd class