



## Information available from Steeton-with-Eastburn 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>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council	Website/ Noticeboards	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	Website	Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website Hard Copy	Free £0.20 + postage
Finalised budget	Website Hard Copy	Free £0.10 + postage
Precept	Website Hard Copy	Free £0.05 + postage
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy	Free £0.40 + postage
Grants given and received	Minutes-Website Hard Copy	Free £0.20 + postage
List of current contracts awarded and value of contract	Hard Copy	£0.10 + postage
Members' allowances and expenses	(in minutes)Website	Free
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	First Copy Additional copy	Postage £2.00 + postage
Annual Report to Parish Meeting	Website Newsletter/ Hard Copy	Free £0.20 + postage



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Local Council Award Scheme: Certificate	Hard Copy	£0.10 + postage
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	£1.20 + postage
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free £0.05 + postage
Agendas of meetings (as above)	Website/Noticeboards Hard Copy	Free £0.05 + postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free £0.20 + postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website (Minutes) Hard Copy	Free £0.05 per page+ postage
Responses to consultation papers-Minutes of the meeting	Website Hard Copy	Free £0.20 + postage
Responses to planning applications-Minutes of the meeting	Website Hard Copy	Free £0.20 + postage
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:  Procedural standing orders Financial Regulations Committee and sub-committee terms of reference Code of Conduct	All listed below are available on Website Hard Copy Hard Copy Hard Copy Hard Copy	Free £1.00 + postage £1.00 + postage £0.20 + postage £0.30 + postage
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services-Clerk’s Job Specification, grievance policy, disciplinary policy, lone worker policy Equal Opportunities policy	Hard Copy Website	£0.20 + postage Free



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Health and safety policy- Risk Assessment	Hard Copy	£0.20 + postage
Recruitment policies (including current vacancies)	Hard Copy	£0.05 + postage
Publication Scheme	Hard Copy	
	Website	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	£0.20 + postage
	Website	
	Hard Copy	£0.10 + postage
Schedule of charges : Guide to information	Website	Free
	Hard Copy	£0.15 + postage
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Electoral Register	By inspection at a prearranged time and venue	
Assets Register	Website	Free
	Hard Copy	£0.20 + postage
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)	N/A	
Register of members' interests	Website/ By inspection at a prearranged time and venue	
Register of gifts and hospitality	By inspection at a prearranged time and venue	
<b>Class 7 – The services we offer</b>		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls – Asset Register	Website	
	Hard Copy	£0.10 + postage
Parks, playing fields and recreational facilities- Asset Register	Website	
	Hard Copy	£0.10 + postage
Seating, litter bins, clocks, memorials and lighting-Asset Register	Website	
	Hard Copy	£0.10 + postage



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Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
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)	N/A	
<b>Additional Information</b>		
Council activities	Website Newsletter-additional copies	Free £0.20 + postage

### Contact details:

**Ms R. Sanderson**

**Clerk**

**Steeton-with-Eastburn Parish Council**

**35 Kings Mill Lane**

**Settle**

**North Yorks**

**BD24 9FD**

### 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail



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		standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority