



Council

Information available from Steeton-with-Eastburn Parish under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
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
Class 2 – What we spend and how we spend it		
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	Minutes - Website	Free
Class 3 – What our priorities are and how we are doing		
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
Class 4 – How we make decisions		
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	
Class 5 – Our policies and procedures		
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	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	£0.20 + postage
	Website	Free
	Hard Copy	£0.10 + postage
Schedule of charges : Guide to information	Website	Free
	Hard Copy	£0.15 + postage
Class 6 – Lists and Registers		
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	Free
Register of gifts and hospitality	By inspection at a prearranged time and venue	
Class 7 – The services we offer		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls – Asset Register	Website	Free
	Hard Copy	£0.10 + postage
Parks, playing fields and recreational facilities - Asset Register	Website	Free
	Hard Copy	£0.10 + postage
Seating, litter bins, clocks, memorials and lighting - Asset Register	Website	Free
	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	
Additional Information		
Council activities	Website Newsletter-additional copies	Free £0.20 + postage

Contact details:

**Ms E Haskins
Clerk/FRO
Steeton-with-Eastburn Parish Council
The Hub
Skipton Road
Steeton
BD20 6FE**

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost



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	Postage	Actual cost of Royal Mail Standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority