

FRIDAYTHORPE PARISH COUNCIL

Information available from Fridaythorpe Parish Council 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 (organisational information, structures, locations and contacts) <i>Current information only</i>		
Who's who on the Council Contact details for Parish Clerk and Council Members Location of main office and accessibility details Staffing structure	Parish Council Website/Notice-boards Parish Council Website/Notice-boards	Free Free
Class 2: What we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) <i>Current and previous financial year</i>		
Annual return form and report by auditor Finalised budget Precept Borrowing Approval Letter Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contracts Members' allowances and expenses	By inspection/Hard copy from Clerk By inspection/Hard copy from Clerk By inspection/Hard copy from Clerk By inspection/Hard copy from Clerk By inspection/Hard copy from Clerk By inspection/Hard copy from Clerk	Free/10p/sheet Free/10p/sheet Free/10p/sheet Free/10p/sheet Free/10p/sheet Free/10p/sheet
Class 3: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan Annual Report to Parish Meeting Quality Status Local Charters drawn up in accordance with DCLG guidance		

Class 4: How we make decisions

(decision making processes and records of decisions)

Current and previous year

Timetable of meetings

Parish Council Website/Notice-boards

Free

Agendas of meetings

Parish Council Website/Notice-boards

Free

Minutes of meetings (excluding information that is properly regarded as private to the meeting)

Parish Council Website/Notice-boards

Free

Reports presented to council meetings (excluding information that is properly regarded as private to the meeting)

By inspection/Hard copy from Clerk

Free/10p/sheet

Responses to consultation papers

By inspection/Hard copy from Clerk

Free/10p/sheet

Responses to planning applications

By inspection/Hard copy from Clerk

Free/10p/sheet

~~Bye-laws~~

Class 5: Our current policies and procedures

(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

By inspection/Hard copy from Clerk

Free/10p/sheet

~~Committee and sub-committee terms of reference~~

~~Delegated authority in respect of officers~~

Code of Conduct

By inspection/Hard copy from Clerk

Free/10p/sheet

Policy Statements

By inspection/Hard copy from Clerk

Free/10p/sheet

Policies and procedures for the provision of services and the employment of staff:

~~Internal policies relating to the delivery of services~~

~~Equality and diversity policy~~

~~Health and safety policy~~

~~Recruitment policies~~

~~Policies and procedures for handling requests for information~~

Complaints procedures (including those covering requests for information and operating the Publication scheme)

By inspection/Hard copy from Clerk

Free/10p/sheet

~~Information security policy~~

~~Records management policies (retention, destruction and archive)~~

~~Data protection policies~~

~~Schedule of charges for the publication of information~~

Class 6: Current lists and registers

Currently maintained lists and registers only

Electoral Role

Assets Register

~~Disclosure Log~~

Register of members' interests

Register of gifts and hospitality

By inspection
By inspection/Hard copy from Clerk Free
Free/10p/sheet

By inspection Free

By inspection Free

Class 7: The services we offer

(information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

~~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~~

Benches

Beacon

Notice-boards

By inspection

By inspection

By inspection

By inspection

CONTACT DETAILS

The Clerk to Fridaythorpe Parish Council.

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