

## Information available from BLACKTOFT Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	(hard copy/website)	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	The Joiners Shop, Blacktoft DN14 7YW 01430 441064 clerk@blacktoft.org.uk	
Location of main Council office and accessibility details	The Old School, Blacktoft	
Staffing structure	1 Clerk	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses	n/a	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	n/a	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p> <p>Current and previous 2 council years as a minimum - minutes</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Meet every 3<sup>rd</sup> Monday of the month except August</p>	
<p>Agendas of meetings (as above)</p>		
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>		
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>		
<p>Responses to consultation papers</p>		
<p>Responses to planning applications</p>		
<p>Bye-laws</p>	<p>n/a</p>	
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers</p>	<p>(hard copy or website)</p>	

Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or website	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
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)		
Register of members' interests		

Register of gifts and hospitality		
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments *	* n/a	
Burial grounds and closed churchyards *	* n/a	
Community centres and village halls *	* n/a	
Parks, playing fields and recreational facilities *	* n/a	
Seating, litter bins	* n/a	
Bus shelters *	* n/a	
Markets *	* 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> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>NATURAL ENGLAND – Humber Estuary Site of Special Scientific Interest (SSSI); Humber Estuary Special Protection Area (SPA) and Ramsar site; and Humber Estuary candidate Special Area of Conservation (cSAC).</b>	By appointment with the Clerk to view – copies at cost	


**Contact details:**

**Sue Nicholson – Clerk to Blacktoft Parish Council**

**The Joiners Shop**

**Blacktoft**

**DN14 7YW**

**01430 441064**

**[clerk@blacktoft.org.uk](mailto:clerk@blacktoft.org.uk)**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* The actual cost incurred by the public authority