

Information available from Ampleforth Parish Council under the publication scheme¹

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	10p per sheet
Who's who on the Council and its Committees	i)Visit 'Councillors' on website ii)Visit 'Minutes' page on website and inspect meeting minutes iii)Contact the Clerk for hard copies or email.	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	i)Visit 'Councillors' page on website; ii) Visit 'Contact Us' page on website for details of the Clerk; iii) Council details in the newsletter/ noticeboard iii) Hard copies, or email, are available from the Clerk.	10p per sheet
Location of main Council office and accessibility details	Contact the Clerk, Yard House, 2b Tinley Garth, Kirkbymoorside, YORK, YO62 6AR,. Appointments by arrangement	
Staffing structure	Parish Clerk only.	

¹ Reviewed by the clerk, June 2013

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)	View by arrangement	
Current and previous financial year as a minimum		
Annual return form and report by auditor	i)View by arrangement	
Finalised budget	ii)view by arrangement,	
Precept	i)Minutes – 2012 and 2013 on website. ii)Hard copies, or email.	10p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copies and on website.	10p per sheet
Grants given and received	i)Details are available from the Clerk.	
List of current contracts awarded and value of contract	ii)Details are available from the Clerk.	
Members' allowances and expenses	Members are not paid allowances. Travelling expenses are listed in the accounts.	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Available from the Clerk	
Parish Plan (current and previous year as a minimum)	Available from the Clerk	£2.50
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from the Clerk.	10p per sheet
Quality status	Not applicable.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable.	
Class 4 – How we make decisions	(hard copy or website)	10p per sheet

(Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	i) Visit website, ii) noticeboard. iii) Hard copy, or email, available from the Clerk.	10p per sheet
Agendas of meetings (as above)	i) visit 'Agendas' on website; ii) noticeboard. iii) Hard copy, or email, available from the Clerk.	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	i) Visit 'Minutes' on website; ii) hard copy at library; Hard copy available from the Clerk.	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy available from the Clerk	10p per sheet
Responses to consultation papers	i) Visit 'Minutes' on website; ii) Hard copy available from the Clerk.	10p per sheet
Responses to planning applications	i) Visit 'Minutes' on website; ii) Hard copy available from the Clerk.	10p per sheet
Bye-laws	Not applicable.	
Class 5 – Our policies and procedures		10p per sheet
Policies and procedures for the conduct of council business: i) Procedural standing orders ii) Committee and sub-committee terms of reference: Not applicable iii) Delegated authority in respect of officers iv) Code of Conduct	i) Hard copy available from Clerk. Also on website ii) iii) See Standing Orders iv) Hard copy or email available from the	10p per sheet

v) Policy statements	Clerk. v)Not applicable	
Policies and procedures for the provision of services and about the employment of staff:		10p per sheet
i) Internal policies relating to the delivery of services	i) no formal policy. Tender/contract documents cover these details. Hard copy available from the Clerk.	
ii) Equality and diversity policy (Equal Opportunity Policy)	ii) <i>No policy available at present.</i>	
iii) Health and safety policy	iii) No policy available. Contract documents cover relevant details. Hard copy available from the Clerk.	
iv) Recruitment policies (including current vacancies)	iv) No policy available.	
v) Policies and procedures for handling requests for information	v) Freedom of Information policy, hard copy, email or on website	
vi) Complaints procedures (including those covering requests for information and operating the publication scheme)	vi) Hard copy, or email, available from the clerk.	
Information security policy	No Policy available	
Records management policies (records retention, destruction and archive)	<i>No policy available at the moment.</i>	
Data protection policies	Hard copy or on website	
Schedule of charges (for the publication of information)	See separate table below	
Class 6 – Lists and Registers 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	Hard copy available from the Clerk	10p per

		sheet
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)	Not kept.	
Registers of Burials and Graves	Members of the public can inspect the Registers by appointment.	
Register of members' interests	inspection by appointment.	
Register of gifts and hospitality	inspection by appointment.	
Class 7 – The services we offer (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)	10p per sheet
Allotments	The Parish Council does not own any allotments	
Burial grounds and closed churchyards	1)Hard copies are available from the clerk. A plan of the cemetery is available by email or from the Clerk.	10p per sheet
Community centres and village halls	Not applicable.	
Parks, playing fields and recreational facilities	Not applicable.	
Seating, litter bins, clocks, memorials and lighting	Contract details by appointment..	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	No documents available	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Cemetery costs available from the Clerk, by email, hard copy and on the website	10p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to Ampleforth Parish Council

Ms Victoria Ellis

Yard House

2b, Tinley Garth

Kirkbymoorside

YORK

YO62 6AR

Tel: 01751 433286

Email: ampleforthparishcouncil@gmail.com

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
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Time	£12 per hr, pro rata,

* the actual cost incurred by the public authority