

Information available from Yarnscombe Parish Council under the Model Publication Scheme

| Information to be published | How the information can be obtained | Cost |
|---|---|---------------------------------|
| <p>Class 1 – Who we are and what we do (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 | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Contact details for Parish Clerk and Council members | <i>Website (limited)</i> <i>Hard copy (full) – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Location of main Council office and accessibility details | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Staffing structure | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
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| <p>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)</p> <p>Current and previous financial year as a minimum</p> | (hard copy and/or website) | |
| Annual return form and report by auditor | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Finalised budget | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Precept | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Borrowing Approval letter | — | — |
| Financial Standing Orders and Regulations | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Grants given and received | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| List of current contracts awarded and value of contract | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Members' allowances and expenses | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Quality status | — | — |
| Local charters drawn up in accordance with DCLG guidelines | — | — |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | (hard copy or website) | |
| Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Agendas of meetings (as above) | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting. | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Responses to consultation papers | <i>Website</i> <i>Hard copy – contact Clerk</i> | <i>Free</i> <i>10p/sheet</i> |
| Responses to planning applications | <i>Included in minutes of meetings</i> | |
| Bye-laws | — | — |
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| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> | (hard copy or website) | |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p> | <p><i>Website</i> <i>Hard copy – contact Clerk</i> — <i>TBC</i> <i>Website (inc. external)</i> <i>Hard copy – contact Clerk</i> —</p> | <p><i>Free</i> <i>10p/sheet</i> — <i>Free</i> <i>Insp. only</i> —</p> |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | | |
| <p>Information security policy</p> | | |
| <p>Records management policies (records retention, destruction and archive)</p> | | |
| <p>Data protection policies</p> | | |
| <p>Schedule of charges (for the publication of information)</p> | <i>Appended to this document</i> | |
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| Class 6 – Lists and Registers | (hard copy or website; some information may only be available by inspection) | |
| Currently maintained lists and registers only | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | <i>None held</i> | |
| Assets Register | <i>Website Hard copy – contact Clerk</i> | <i>Free 10p/sheet</i> |
| 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) | <i>None held</i> | |
| Register of members' interests | <i>Held by Torridge District Council</i> | |
| Register of gifts and hospitality | <i>Held by Torridge District Council</i> | |
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| <p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | <p>(hard copy or website; some information may only be available by inspection)</p> | |
| <p>Allotments</p> | <p>—</p> | <p>—</p> |
| <p>Burial grounds and closed churchyards</p> | <p><i>Website</i> <i>Hard copy – contact Clerk</i></p> | <p><i>Free</i> <i>10p/sheet</i></p> |
| <p>Community centres and village halls</p> | <p><i>Website</i> <i>Hard copy – contact Clerk</i></p> | <p><i>Free</i> <i>10p/sheet</i></p> |
| <p>Parks, playing fields and recreational facilities</p> | <p><i>Website</i> <i>Hard copy – contact Clerk</i></p> | <p><i>Free</i> <i>10p/sheet</i></p> |
| <p>Seating, litter bins, clocks, memorials and lighting</p> | <p><i>Website</i> <i>Hard copy – contact Clerk</i></p> | <p><i>Free</i> <i>10p/sheet</i></p> |
| <p>Bus shelters</p> | <p><i>TBC when shelter avail.</i></p> | |
| <p>Markets</p> | <p>—</p> | <p>—</p> |
| <p>Public conveniences</p> | <p>—</p> | <p>—</p> |
| <p>Agency agreements</p> | <p>—</p> | <p>—</p> |
| <p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p> | <p><i>Website</i> <i>Hard copy – contact Clerk</i></p> | <p><i>Free</i> <i>10p/sheet</i></p> |
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| <p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p> | | |
| <p>Risk Assessment</p> | <p><i>Website</i> <i>Hard copy – contact Clerk</i></p> | <p><i>Free</i> <i>10p/sheet</i></p> |
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Contact details

Clerk: Mrs. Martina Dymond
1 West View
Yarnscombe
Barnstaple
EX31 3LP

Schedule of Charges

This describes how the charges have been arrived at.

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