

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>

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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard copy – contact Clerk	Free 10p/sheet
Finalised budget	Website Hard copy – contact Clerk	Free 10p/sheet
Precept	Website Hard copy – contact Clerk	Free 10p/sheet
Borrowing Approval letter	—	—
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p/sheet
Grants given and received	Website Hard copy – contact Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Website Hard copy – contact Clerk	Free 10p/sheet
Members' allowances and expenses	Website Hard copy – contact Clerk	Free 10p/sheet
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)	Website Hard copy – contact Clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p/sheet
Quality status	NALC Foundation Award in preparation	—
Local charters drawn up in accordance with DCLG guidelines	—	—

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
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	—	—

<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 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>Referenced in Financial Regulations (1.13)</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 Health and safety policy Recruitment policies (including current vacancies) 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><i>Website</i> <i>Hard copy – contact Clerk</i></p> <p><i>Website</i> <i>Hard copy – contact Clerk</i> <i>Website</i> <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i> <i>10p/sheet</i></p> <p><i>Free</i> <i>10p/sheet</i> <i>Free</i> <i>10p/sheet</i></p>
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>	<p><i>Hard copy – contact Clerk</i></p>	<p><i>10p/sheet</i></p>
<p>Schedule of charges (for the publication of information)</p>	<p><i>Appended to this document</i></p>	

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)	<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>	
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)	
Allotments	—	—
Burial grounds and closed churchyards	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
Community centres and village halls	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
Parks, playing fields and recreational facilities	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
Seating, litter bins, clocks, memorials and lighting	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
Bus shelters	<i>[No information needed]</i>	
Markets	—	—
Public conveniences	—	—
Agency agreements	—	—

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk Assessment	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>

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
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		