

Information Available From Hayton Parish Council Under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Working Groups	Hard Copy, E-mail & PC Website	5p per page + pp
Contact details for Parish Clerk and council members (named contacts where possible with telephone number and email address (if used))	Hard Copy, E-mail & PC Website	5p per page + pp
Location of main council office and accessibility details – no office details. Clerk and/or Chairman available for contact in person by prior arrangement, by phone, by e-mail & by post	Hard Copy, E-mail & PC Website	5p per page + pp
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		
Annual return form and report by auditor	Hard Copy, E-mail & PC Website	5p per page + pp
Finalised budget	Hard Copy, E-mail & PC Website	5p per page + pp
Precept – recorded in minutes	Hard Copy, E-mail & PC Website	5p per page + pp

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Financial Standing Orders and Regulations	Hard Copy, E-mail & PC Website	5p per page + pp
Grants given and received	Hard Copy, E-mail	5p per page + pp
List of current contracts awarded and value of contract	Hard Copy, E-mail	5p per page + pp
List of self-employed services engaged by council and rates charged	Hard Copy, E-mail	5p per page + pp
Members' allowances and expenses	Hard Copy, E-mail	5p per page + pp
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Chairman's Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy, E-mail & PC Website	5p per page + pp
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, planning and parish meetings)	Hard Copy, E-mail, PC Website & PC notice Board	5p per page + pp
Agendas of meetings (as above)		
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy, Email	5p per page + pp
Responses to consultation papers		
Responses to planning applications		

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Class 5 – Our 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 Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy, E-mail & PC Website	5p per page + pp
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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy, E-mail & PC Website	5p per page + pp
Information security policy	Hard Copy, E-mail	5p per page + pp
Records management policies (records retention, destruction and archive)	Hard Copy, E-mail	5p per page + pp
Data protection policies	Hard Copy, E-mail	5p per page + pp
Schedule of charges (for the publication of information)	As documented in this publication	

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Class 6 – Lists and Registers 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)	Non held – Refer to BDC & NCC	N/A
Assets Register (see budget)	Hard Copy, E-mail	5p per page + pp
Register of members' interests	BDC Monitoring Officer	N/A
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, E-mail	5p per page + pp
Defibrillator		
Parks, playing fields and recreational facilities		
Seating, memorials and lighting		

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