

Information routinely available from Newby and Scalby Parish Council under the Model Publication Scheme effective 14/9/2011

There is no charge for information downloaded from the Council's website, which can
be found at www.newbyandscalbypc.org.uk

Information held at the Council office in hard copy is available at a cost of 10p per A4
sheet.

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk & Council members	Clerk on website, councillors via Clerk
Location of main Council office and accessibility details	Location – see Website Accessibility – ramp to side of building
Staffing structure	Website
<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 only</p>	
Annual return form and report by auditor	Website
Finalised budget	**Hard copy only**
Precept	Available via Website (minutes)
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website
Grants given and received	Available via Website (minutes)
Current contracts awarded and value	Available via Website (minutes)
Members' allowances and expenses	**Hard copy only**
Annual Accounts	**Hard copy only**
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available via Website (minutes)
Quality Status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year only unless otherwise stated</p>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) **Current year only**	Website only
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website included with agenda from 1/6/2015), hard copy only for earlier dates
Responses to consultation papers	Available via Website (minutes)
Responses to planning applications	Available via Website (minutes)
Bye-laws	N/A

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders & financial regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Website Website (In S. Orders/Fin Regs) Website Website</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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p>	<p>Website Website N/A N/A Website</p>
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website
Information security policy	Website
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Schedule of charges (for the provision of information)	Website

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Class 6 – Lists and Registers (Currently maintained lists and registers only)	
Asset Register	Hard copy only
Register of members' interests	Website
Register of gifts and hospitality	Held by Scarborough Borough Council

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	
Agency agreement	Hard copy only
Financial assistance towards various services, including public conveniences, playing fields & recreational facilities	Available via Website (minutes)
Allotments	Hard copy only
General information relating to the Parish is contained within the Council's newsletter	Website

Contact details:

Clerk to the Council
Council Office
Scalby Library
450 Scalby Road
Newby
Scarborough
YO12 6EE
01723 354018

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 or printing @ 10p per sheet (black and white)	Actual cost
	Photocopying (colour)	Service not available
	Postage	Actual cost of Royal Mail standard 2nd class
Other	Research fee for retrieving material which is not routinely available due to it being in storage or archives £10/half hour or part thereof	Actual cost

10.10.2012 Minute 133/12.3. Research fee increased to £10/half hour

13.11.2013 Minute 154/13.3. Scheme amended to include more items available on website.

9.3.2016 Minute 43/16.5 Scheme amended to include more items available on website.