

FREEDOM OF INFORMATION

May 2017

Information available from Middleton Tyas Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	£
<p>Class1 - 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>	<p>(Hard copy) Middleton Tyas Parish Council meetings 2nd Thursday monthly Memorial Hall 7.00pm</p>	<p>£1</p>
<p>Who's who on the Council and its Committees</p>	<p>Chairman Mr R. Davies 01325 377689</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Correspondence to:- Mrs. C. Jones, Parish Clerk The Old Chapel Middleton Tyas Richmond North Yorkshire, DL10 6PP 01325 377062</p> <p>Councillors:- Mr M. Bartle 01325 339100 Mr J. Ross 01325 339949 Mrs J. Collis 01325 339948 Mr G. Davies 01325 377450 Mrs S. Perks 07969 454590 Miss L. Harknett 01325 377321</p>	

Location of main Council office and accessibility details	Memorial Hall Monthly Meetings	
Staffing structure	Part time Clerk	
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) All items in class 2 available on request On website	£1
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy) All available	£1
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Yes	£1
Quality status		
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) All items in class 4 A Available on application	£1
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)	On website – 1 month	
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	On website – 6 months	
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications	Available from Planning Authority	
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copy) All items in class 5 available	£1
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		

<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 Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges)for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(Hard copy or some information may only be available by inspection) All items in class 6 available on application.</p>	£1
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
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)		
Register of Members' Interests		
Register of gifts and hospitality		

<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; some information may only be available by inspection) The PC does not offer any services in class 7</p>	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields, recreational facilities and assets	<p>Playing Field, Play Park, Car Park, Footpath, The Green, Lime tree</p>	
Seating, litter bins, clocks, memorials and lighting	<p>Some seating; Notice boards; Sundial; Milestone</p>	
Bus shelters		
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)		
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

Parish Clerk

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 @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ £1.00 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		

* The actual cost incurred by the public authority.