

# *Skelton Parish Council*

Parish Clerk, c/o 7 School Lane, Fulford, York YO10 4LU

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[www.skelton-york.gov.uk](http://www.skelton-york.gov.uk)

## **Publication scheme** (Initially version of the publication scheme approved 9<sup>th</sup> December 2008. Revisions approved 27 June 2019)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost<sup>1</sup></b>
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, email or hard copy	
Location of main Council office and accessibility details	Website, email or hard copy	
Staffing structure	Website	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website, notice boards, email or hard	

<sup>1</sup> Please find the schedule of charges below.

	copy	
Finalised budget	Email or hard copy	
Precept	Email or hard copy	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Email or hard copy	
Grants given and received	Email or hard copy	
List of current contracts awarded and value of contract	Email or hard copy	
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Email or hard copy	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Email or hard copy	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, email or hard copy	
Agendas of meetings (as above)	Website, notice boards, email or hard copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, notice boards, email or hard copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Email or hard copy	
Responses to consultation papers	Email or hard copy	
Responses to planning applications	Email or hard copy	

Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Email or hard copy	
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and 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)	Email or hard copy	
Information security policy	Email or hard copy	
Records management policies (records retention, destruction and archive)	Email or hard copy	
Data protection policies	Email or hard copy	
Schedule of charges (for the publication of information)	Please find below	

<b>Class 6 – Lists and Registers</b>		
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)	Email or hard copy	
Assets register	Email or hard copy	
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)	Email or hard copy	
Register of members' interests	Website	
Register of gifts and hospitality	Not applicable	
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Website, email	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website, email	
Seating, litter bins, clocks, memorials and lighting	Website, email	
Bus shelters	Email	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial	Burial charges published on website	

fees)		
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### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 50 p per sheet	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		
Burial records	Search fee	Cemetery fees published on website
In case the requested documentation is not available electronically or if the request is extensive	Search fee of 10 per hour (pro rata)	

\* the actual cost incurred by the public authority