

Information available from KILHAM Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<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>hard copy Website and email</p>	<p>10p per sheet Free</p>
Who's who on the Council and its Committees	Hard copy from the Clerk Website and Notice Board	10p per sheet Free
Contact details for Clerk and Council members	Hard copy from the Clerk Website and Notice Board	10p per sheet Free
The Parish Council does not have offices but the Clerk can be contacted Via phone, website and email	Website and Notice Board	Free
<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 as a minimum</p>		
Annual return form and report by auditor	Hard copy from the Clerk Website	10p per sheet Free
Finalised budget	Hard copy from the Clerk Email	10p per sheet Free
Precept	Hard copy from the Clerk Email	10p per sheet Free
Financial Standing Orders and Regulations	Hard copy from the Clerk Website, Email	10p per sheet Free

Grants given and received	Hard copy from the Clerk Email	10p per sheet Free
List of current contracts awarded and value of contract	Hard copy from the Clerk Email	10p per sheet Free
Members' expenses	Hard copy from the Clerk Email	10p per sheet Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting	Hard copy from the Clerk Website	10p per sheet Free
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, any committee/sub-committee meetings and parish meetings)	Hard copy from the Clerk Website and Notice Board	10p per sheet Free
Agendas of meetings (as above)	Hard copy from the Clerk Website and Notice Board	10p per sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk Website and Notice Board	10p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk Website	10p per sheet Free
Responses to consultation papers	Hard copy from the Clerk Website	10p per sheet Free
Responses to planning applications	Hard copy from the Clerk Email and Website ERYC website	10p per sheet Free Free
Policies and procedures for the conduct of council business: Procedural standing orders	Hard copy from the Clerk Website and Email	10p per sheet Free

<p>Delegated authority in respect of officers Code of Conduct</p>	<p>Hard copy from the Clerk Hard copy from the Clerk Website and Email</p>	<p>10p per sheet 10p per sheet Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy from the Clerk Hard copy from the Clerk Website</p>	<p>10p per sheet 10p per sheet Free</p>

Data protection policies	Hard copy from the Clerk Email	10p per sheet Free
Schedule of charges Publication Policy	Hard copy from the Clerk Website and Email	10p per sheet Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard copy from the Clerk Website	10p per sheet Free
Register of members' interests	Hard copy from the Clerk ERYC website	10p per sheet Free
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		
Allotments	Hard copy from the Clerk Website	10p per sheet Free
Burial grounds and closed churchyards	Hard copy from the Clerk Website	10p per sheet Free
Community-centres and village halls	Website	Free
Playground	Hard copy from the Clerk Website	10p per sheet Free
Seating, litter bins, clocks, memorials and lighting (refer Asset List)	Hard copy from the Clerk Website	10p per sheet Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from the Clerk Website	10p per sheet Free

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: **Mrs Claire Boston**
Clerk to the Council
80 High Street
Bempton
East Yorkshire
YO15 1HP

Telephone: **07522 856594**
Email: **kilhamparishcouncil@gmail.com**
Website: **www.kilhamparishcouncil.co.uk**
Accessibility: **By appointment**

Notice Board Location: **Chapel Lane, Kilham**

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 @ 10p per sheet (black & white)	Paper, Postage, use of printer and Clerks time.
	Photocopying @ 20p per sheet (colour)	Paper, Postage, use of printer and Clerks time.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the

		relevant legislation (quote the actual statute)
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* the actual cost incurred by the public authority

Annually reviewed.