

## Information available from CARPERBY cum THORESBY Parish Council under the model publication scheme for the Freedom of Information Act

Information to be published	How the information can be obtained	Cost See separate table below
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	1. List on Parish Notice board in bus shelter. 2. Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Contact details for Parish Clerk and Council members - telephone number and email address (if used))	1. List on Parish Notice board in bus shelter. 2. Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Location of Council office and accessibility details	1. List on Parish Notice board in bus shelter. 2. Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Staffing structure	Not applicable	
<b>Class 2 – What we spend and how we spend it</b>	<i>(Current and previous financial year as a minimum)</i>	
Annual return form and reports by auditors	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Finalised budget	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Precept	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Grants given and received	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
List of current contracts awarded and value of contract	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Members' allowances and expenses	None awarded	

<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Parish Plan	Electronic copy only available from the parish office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a>	
Annual Report to Parish or Community Meeting	No documents available	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i>		
Dates of parish council annual and ordinary meetings and Annual Parish Meeting	1. List on Parish Notice board in bus shelter. 2. Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Agendas of meetings (as above)	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Minutes of meetings (as above) – nb these will exclude information that is properly regarded as private to the meeting.	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Reports presented to council meetings - nb these will exclude information that is properly regarded as private to the meeting.	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Responses to consultation papers	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Responses to planning applications	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Bye-laws	Not applicable	

<p><b>Class 5 – Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only)</i></p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a>.</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>(i) Internal policies relating to the delivery of services  (ii) Equality and diversity policy  (iii) Health and safety policy  (iv) Recruitment policies (including current vacancies)  (v) Policies and procedures for handling requests for information  (vi) Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>(i) No document available  (ii) No document available  (iii) No document available  (iv) No document available  (v) Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a>.  (vi) Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a>.</p>	
<p>Information security policy</p>	<p>No document available</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>No document available</p>	
<p>Data protection policies</p>	<p>No document available</p>	
<p>Schedule of charges )for the publication of information)</p>	<p>See separate table below</p>	

<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)		
Registers and Records relating to the cemetery.	Not applicable	
Assets Register	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
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)	No documents available	
Register of members' interests	Copies available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Register of gifts and hospitality	No documents available	
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Copies of list of seating and litter bins available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	
Bus shelters	Information available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	

Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b>		
Parish Lands	Information available from the parish council office. Ring 663417 9am – 5pm, Monday to Friday or e-mail: <a href="mailto:mpbeckett@onetel.com">mpbeckett@onetel.com</a> .	

**Contact details: PARISH CLERK - Mrs. P Beckett, Wegber, Carperby, Leyburn, DL8 4DD**

### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ . 10p per sheet (black & white)	Actual cost *
	Photocopying @ ..10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Not applicable	
<b>Other</b>	Not applicable	

\* the actual cost incurred by the public authority