

## Information available from Slingsby, South Holme and Fryton Parish Council

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> Slingsby, South Holme and Fryton Parish Council</p>	<ul style="list-style-type: none"> <li>(hard copy and/or Slingsbyvillage website)</li> </ul>	
<p>Who's who on the Council and its Committees</p>	<p>i) Visit 'Councillors' [on Parish Council page] at <a href="http://www.slingsbyvillage.co.uk">www.slingsbyvillage.co.uk</a> (website);                      ii) Visit 'Minutes' [on Parish Council] page on website and inspect the minutes of the Annual Meeting in May 2011.                      iii) look on the village notice board</p>	
<p>Contact details for Clerk and Council members</p>	<p>i) Visit 'Parish Council' page on website;                      ii) See noticeboard.                      iii) Council details in the newsletter.                      iii) Hard copies, or email, are available from the Parish Clerk.</p>	
<p>Location of office and accessibility details</p>	<p><i>Mrs D Farley, 48, Sycamore Close, Slingsby York, YO62 4BG</i> Tel No. 01653 628858 details in the newsletter and noticeboard.</p>	
<p>Staffing structure</p>	<p>Not applicable.</p>	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Bimonthly via minutes -hard copy or website. Year end audited figures in the Annual report and hard copy available from the Parish Clerk.	
Annual return form and report by auditor	Hard copies available from the parish Clerk.	
Finalised budget	i)Hard copies, or email, available from the Clerk	
Precept	i)Hard copies available from the Clerk.	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copies only available from the Clerk.	
Grants given and received	i)Details are available from the Clerk.	
List of current contracts awarded and value of contract	i)Details are available from the Clerk.	
Members' allowances and expenses	Members are not paid allowances or expenses.	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy )	
Parish Plan (current and previous year as a minimum)	Copies available from the Clerk..	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Clerk	
Quality status	Not applicable.	

Local charters drawn up in accordance with DCLG guidelines	Not applicable.	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy)	
Agendas of meetings (as above)	i) noticeboard. iii)Hard copy, or email, available from Clerk.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	i)Visit ‘Minutes’ on website; ii)hard copy from Clerk.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy.	
Responses to consultation papers	i) Visit ‘Minutes’ on website; ii)Hard copy available from Clerk.	
Responses to planning applications	i)Visit ‘Minutes’ on website; ii) Hard copy from Clerk.	
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	(hard copy)	

<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>i) Procedural standing orders</li> <li>ii) Committee and sub-committee terms of reference: Planning Committee</li> <li>iii) Delegated authority in respect of officers</li> <li>iv) Code of Conduct</li> <li>v) Policy statements</li> </ul>	<ul style="list-style-type: none"> <li>i) Hard copy .</li> <li>ii)N/A.</li> <li>iii) No document available.</li> <li>iv) Hard copy.</li> <li>v)not applicable.</li> </ul>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>i) Internal policies relating to the delivery of services</li> <li>ii) Equality and diversity policy (Equal Opportunity Policy)</li> <li>iii) Health and safety policy</li> <li>iv) Recruitment policies (including current vacancies)</li> <li>v) Policies and procedures for handling requests for information</li> <li>vi) Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<ul style="list-style-type: none"> <li>i) no formal policy.</li> <li>ii)<i>Not applicable</i></li> <li>iii) No policy available. Contract documents cover relevant details.</li> <li>iv) No policy available.</li> <li>v) No policy available.</li> <li>vi). Hard copy.</li> </ul>	
<p>Information security policy</p>	<p>No Policy available</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p><i>No policy available at the moment.</i></p>	
<p>Data protection policies</p>	<p>Hard copy</p>	

Schedule of charges )for the publication of information)	See separate table below	
<b>Class 6 – Lists and Registers</b>	(hard copy)	
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)	Hard copy .	
Assets Register	i) 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)	Not kept.	
Registers of Burials and Graves	Members of the public can inspect the Registers by appointment with the Clerk.	
Register of members' interests	Hard copies.	
Register of gifts and hospitality	Hard copies.	
<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)	(hard copy; some information may only be available by inspection)	
Current information only		
Allotments	By appointment.	
Burial grounds and closed churchyards	Ii)Hard copies are available from the Clerk. A plan of the cemetery is available for inspection by appointment.	
Community centres and village halls	Not applicable.	
Parks, playing fields and recreational facilities	Not applicable..	

Seating, litter bins, clocks, memorials and lighting	Details are available from the Clerk.	
Bus shelters	None.	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	No documents available	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	. i) Hard copy available from the Clerk.	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Mrs D Farley**  
**48, Sycamore Close,**  
**Slingsby**  
**York**  
**YO62 4BG**

**Tel: 01653 628858**

**Email: slingsbypc@aol.co.uk**

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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<b>Disbursement cost</b>	Photocopying @ 10.p per sheet (black & white)	Actual cost
	Photocopying @ 20.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Time involved	£12 per hr. prorata