

## Information available from Tickton & Routh Parish Council under the model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts). This will be current information only.	(hard copy and/or website)	Refer to page 5; schedule of charges
Who's who on the Council and its Committee's	Hard copy or Website	✓
Contact details for Parish Clerk and Council members	Hard copy or Website	✓
Location of main Council office and accessibility details	Hard copy or Website	✓
Staffing structure	Hard copy	✓
<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.	(hard copy and/or website)	Refer to page 5; schedule of charges
Annual return form and report by auditor	Hard copy or Website	✓
Finalised budget	Hard copy or Website	✓
Precept request	Hard copy	✓
Grants given and received	Hard copy	✓
Risk Assessment	Hard copy or Website	✓

List of current contracts awarded and value of contract	Hard copy	✓
Members' allowances and expenses	N/A	N/A
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website)	Refer to page 5; schedule of charges
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy and Website	✓
Parish Plan (current and previous year as a minimum)	N/A	N/A
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
<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 and/or website)	Refer to page 5; schedule of charges
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) <b>NB</b> this will exclude working group meetings	Hard copy and Website	✓
Agenda of next meeting	Hard copy and Website	✓
Agendas of previous meetings	Hard copy	✓
Minutes of meetings NB this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website	✓
Reports presented to council meetings <b>NB</b> this will exclude information that is properly regarded as private to the meeting.	Hard copy	✓
Responses to consultation papers	Hard copy	✓

Responses to planning applications	Hard copy	✓
Bye-laws	N/A	N/A
<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 and/or website)	Refer to page 5; schedule of charges
Policies and procedures for the conduct of Council business:  Standing Orders Financial Regulations Committee Terms of Reference Member’s Code of Conduct	ALL  Hard copy and Website	✓
Policies and procedures for the provision of services and employment of staff:  Community Grant Fund Data Protection & handling requests for information Records management policies (records retention, destruction and archive) Equality & Diversity Handling Complaints Health & Safety Recording Meetings	ALL  Hard copy and Website	✓
Policies and procedures for the provision of services and employment of staff:  Disciplinary Email & Social Media Grievance Home Working Lone Working Safeguarding Terms and conditions of employment Job description  Internal policies relating to the delivery of services	ALL  Hard copy        N/A	✓          N/A

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Refer to page 5; schedule of charges
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy and website	✓
Assets Register	Hard copy	✓
Register of members' interests	Hard copy and website	✓
Register of gifts and hospitality	N/A	N/A
<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)	Refer to page 5 schedule of charges
Allotments	Hard copy and website	✓
Bus shelters	Hard copy and website	✓
Parks, playing fields and recreational facilities	Hard copy and website	✓
Street furniture including seating, litter bins, planters and memorials	Hard copy and website	✓
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Insurance	Hard copy and website	✓
Information Commissioner's Office Registration	Hard copy and website	✓

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. Hard copy requests can be sent by email free of charge.

All planning applications can be viewed at Customer Service Centres in Beverley, Cottingham and Hessle or online

<https://newplanningaccess.eastriding.gov.uk/newplanningaccess/>

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @15p per sheet (colour)	Actual cost *
	Postage Actual	cost of Royal Mail standard 2nd class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

## CONTACT DETAILS

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