

Information available from Kirk Ella & West Ella 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	(hard copy and/or website)	No charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website)	No charge
Location of main Council office and accessibility details	N/A	-
Staffing structure	N/A	-
<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)	10p per sheet
Finalised budget	(hard copy)	10p per sheet
Precept	(hard copy)	10p per sheet
Borrowing Approval letter	(hard copy)	10p per sheet
Financial Standing Orders and Regulations	Currently under review	10p per sheet
Grants given and received	N/A	-
List of current contracts awarded and value of contract	N/A	-
Members' allowances and expenses	(hard copy)	10p per sheet

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	-
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website) (delivered to all properties free of charge annually)	No charge
Quality status	N/A	-
Local charters drawn up in accordance with DCLG guidelines	N/A	-
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 and/or website)	10p per sheet
Agendas of meetings (as above)	(hard copy and/or website)	10p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting, (Part B confidential).	(hard copy and/or website)	10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	(hard copy)	10p per sheet
Responses to consultation papers	(hard copy)	10p per sheet
Responses to planning applications	(hard copy)	10p per sheet
Bye-laws	N/A	-
CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:	(hard copy)	10p per sheet

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	(hard copy) (where applicable) (hard copy) (hard copy) (where applicable)	10p per sheet 10p per sheet 10p per sheet 10p per sheet 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal 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)	(where applicable)	10p per sheet
Information security policy	N/A	-
Records management policies (records retention, destruction and archive)	N/A	-
Data protection policies	N/A	-
Schedule of charges (for the publication of information)	N/A	-
CLASS 6 – LISTS AND REGISTERS Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(hard copy)	10p per sheet
Assets Register	(hard copy)	10p per sheet
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)	(where applicable)	10p per sheet
Register of members' interests	(for inspection only)	No charge
Register of gifts and hospitality	(hard copy)	10p per sheet

<p>CLASS 7 – THE SERVICES WE OFFER (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	N/A	-
Burial grounds and closed churchyards	N/A	-
Community centres and village halls	N/A	-
Parks, playing fields and recreational facilities	N/A	-
Seating, litter bins, clocks, memorials and lighting	(hard copy or website; some information may only be available by inspection)	10p per sheet
Bus shelters	N/A	-
Markets	N/A	-
Public conveniences	N/A	-
Agency agreements	N/A	-
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	-
<p>ADDITIONAL INFORMATION This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

CONTACT DETAILS:

**Mandy Pickering
Clerk to the Council
Kirk Ella & West Ella Parish Council
21 Thornton Close
Ferriby Road
Hessle
East Yorkshire
HU13 0HQ**

Tel 01482 649873

Email mandy.pickering@pickering1929.karoo.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Photocopies are available at a cost of 10 pence per A4 sheet plus the cost of 2nd class postage per request.