



## Information available from Church Fenton Parish Council under the Model Publication Scheme

Information to be published <sup>1</sup>	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> <b>Organisational information, structures, locations and contacts</b>		
Who's who on the Council and its Committees & Working Groups	Website	Free
Contact details for Parish Clerk and Council members	Website, village notice board	Free
Location of main Council office and accessibility details	Website, village notice board	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Not held - (only Clerk & Lengthsman)	
<b>Class 2 - What we spend and how we spend it</b> <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year.</b>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Budget	Website	Free
Precept	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Electronic / hard copy from Parish Clerk	Hard copy £1
List of current contracts awarded and value of contract	Electronic / hard copy from Parish Clerk	Hard copy £1
All items of expenditure above £100	Website - included with agendas and minutes	Free
Members' allowances and expenses	Not held	
<b>Class 3 - What our priorities are and how we are doing</b> <b>Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year as a minimum</b>		
Parish Plan	Not held	
Annual governance statement in format included in the Annual Return form	Website	Free
Annual Report to Parish or Community Meeting. Current and previous years	Electronic / hard copy from Parish Clerk	Hard copy £1
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc).	Not held	

<sup>1</sup> Freedom of Information Act 2000 incorporating amendments required by the Transparency Code for Smaller Authorities (2014) with receipts / payments under £25k (there is no specific Code for authorities with receipts / payments above £25k and less than £200k – the case for Church Fenton Parish Council.



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<b>Class 4 - How we make decisions</b> <b>Decision making processes and records of decisions. Current and previous council year as a minimum.</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings	Website/Noticeboards	Free
Minutes of meetings	Website	Free
Reports presented to council meetings - excluding material that is properly considered to be exempt from disclosure	Website - with agendas & minutes	Free
Responses to consultation papers	Electronic / hard copy from Parish Clerk	Hard copy £1
Responses to planning applications (if a response is made by the PC it will be available on the LPA planning portal)	Electronic / hard copy from Parish Clerk	Hard copy £1
Bye-laws	Not held	
<b>Class 5 - Policies and Procedures</b> <b>Current written protocols, policies and procedures for delivering responsibilities</b>	(hard copy or website)	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website Not held Website Website Website	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Grievance procedure</li> <li>• Disciplinary procedure</li> </ul>	Website Not held Not held Website Website  Electronic / hard copy from Parish Clerk Electronic / hard copy from Parish Clerk	Free Free  Hard copy £1 Hard copy £1
Information security policy	Not held	
Records management policies (records retention, destruction and archive)	Not held	
Policies and procedures for the provision of services and about the employment of staff:		



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<ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Not held</p> <p>Electronic / hard copy from Parish Clerk</p> <p>Not held</p> <p>Not held</p> <p>Website</p> <p>Website</p> <p>Website</p>	<p>Hard copy £1</p> <p>Free</p> <p>Free</p> <p>Free</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Not held	
<p><b>Class 6 - Lists and Registers</b>  <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b></p> <p><b>Current information only</b></p>		
Assets register	Electronic / hard copy from Parish Clerk	Hard copy £1
Register of members' interests	Website	Free
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website	Free
Assets register, including details of public land and building assets	Electronic / hard copy from Parish Clerk	Hard copy £1
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Electronic / hard copy from Parish Clerk	Hard copy £1
Register of gifts and hospitality	Not held	
<p><b>Class 7 - The services we offer</b>  <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</b></p>		
Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	See Village Hall website	
Parks, playing fields and recreational facilities	Electronic / hard copy from Parish Clerk	Hard copy £1
Seating, litter bins, clocks, memorials and lighting	Electronic / hard copy from Parish Clerk	Hard copy £1
Bus shelters	Not held	



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Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held	

**Contact details:**

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