



Information available from Acaster Malbis 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). 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	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website or the Clerk	Free
Staffing structure	Clerk only employee, website	Free
<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). Current and previous financial year as a minimum.</p>		
Annual return form and report by auditor	Hardcopy Noticeboard after audit Website	10p per page Free Free
Finalised budget	Hardcopy Email	10p per page Free
Precept (recorded in minutes)	As minutes below	
Borrowing Approval letter	The Clerk	
Financial Standing Orders and Regulations	Hardcopy Website	10p per page Free
Grants given and received (recorded in minutes)	As minutes below	

List of current contracts awarded and value of contract	The Clerk	
Members' allowances and expenses	The Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Hard copy	10p per page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Website	10p per page Free
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
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 and any committee/sub-committee meetings and parish meetings)	Hardcopy Website Noticeboards	Free Free Free
Agendas of meetings (as above)	Hardcopy Website Noticeboards	Free Free Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hardcopy Website Noticeboards	Free Free Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers (recorded in minutes)	As minutes above	Free
Responses to planning applications	Hardcopy York Planning Portal	10p per page Free
Bye-laws	Not Applicable	
Class 5 – Our policies and procedures		

Acaster Malbis Parish Council

(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hardcopy Website	10p per page Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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)</p>	Hardcopy Website	10p per page
Information security policy	The Clerk	10p per page
Records management policies (records retention, destruction and archive)	The Clerk	10p per page
Data protection policies	The Clerk Website	10p per page Free
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
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)	The Clerk	
Assets register	Website	Free
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)	The Clerk	
Register of members' interests	City of York Council website	Free

Register of gifts and hospitality	The Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only		
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	The Clerk	
Bus shelters	The Clerk	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Website: www.acastermalbis-pc.gov.uk

The Clerk: parish.clerk@acstermalbis-pc.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 25p per sheet (black & white)	Actual cost *
	Photocopying @ 80p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority