

## Information available from Yarnscombe Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – Who we are and what we do</b>            (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>	(hard copy and/or website)	
Who's who on the Council and its Committees	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Contact details for Parish Clerk and Council members	<i>Website (limited)</i> <i>Hard copy (full) – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Location of main Council office and accessibility details	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Staffing structure	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>

<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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Finalised budget	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Precept	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
<del>Borrowing Approval letter</del>	—	—
Financial Standing Orders and Regulations	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Grants given and received	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
List of current contracts awarded and value of contract	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Members' allowances and expenses	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Quality status	—	—
Local charters drawn up in accordance with DCLG guidelines	—	—
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Agendas of meetings (as above)	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Responses to consultation papers	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Responses to planning applications	<i>Included in minutes of meetings</i>	
Bye-laws	—	—

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p><i>Website</i> <i>Hard copy – contact Clerk</i> — <i>TBC</i> <i>Website (inc. external)</i> <i>Hard copy – contact Clerk</i> —</p>	<p><i>Free</i> <i>10p/sheet</i> — <i>Free</i> <i>Insp. only</i> —</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p><del>Internal policies relating to the delivery of services</del></p> <p><del>Equality and diversity policy</del></p> <p><del>Health and safety policy</del></p> <p><del>Recruitment policies (including current vacancies)</del></p> <p><del>Policies and procedures for handling requests for information</del></p> <p><del>Complaints procedures (including those covering requests for information and operating the publication scheme)</del></p>		
<p><del>Information security policy</del></p>		
<p><del>Records management policies (records retention, destruction and archive)</del></p>		
<p><del>Data protection policies</del></p>		
<p>Schedule of charges (for the publication of information)</p>	<i>Appended to this document</i>	

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
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)	<i>None held</i>	
Assets Register	<i>Website Hard copy – contact Clerk</i>	<i>Free 10p/sheet</i>
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)	<i>None held</i>	
Register of members' interests	<i>Held by Torridge District Council</i>	
Register of gifts and hospitality	<i>Held by Torridge District Council</i>	

<p><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)</p> <p>Current information only</p>	<p>(hard copy or website;          some information may only be available by inspection)</p>	
<p><b>Allotments</b></p>	<p>—</p>	<p>—</p>
<p>Burial grounds and closed churchyards</p>	<p><i>Website</i>  <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i>  <i>10p/sheet</i></p>
<p>Community centres and village halls</p>	<p><i>Website</i>  <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i>  <i>10p/sheet</i></p>
<p>Parks, playing fields and recreational facilities</p>	<p><i>Website</i>  <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i>  <i>10p/sheet</i></p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p><i>Website</i>  <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i>  <i>10p/sheet</i></p>
<p>Bus shelters</p>	<p><i>TBC when shelter avail.</i></p>	
<p><b>Markets</b></p>	<p>—</p>	<p>—</p>
<p><b>Public conveniences</b></p>	<p>—</p>	<p>—</p>
<p><b>Agency agreements</b></p>	<p>—</p>	<p>—</p>
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p><i>Website</i>  <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i>  <i>10p/sheet</i></p>
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
<p>Risk Assessment</p>	<p><i>Website</i>  <i>Hard copy – contact Clerk</i></p>	<p><i>Free</i>  <i>10p/sheet</i></p>

## Contact details

Clerk: Mrs. Martina Dymond  
1 West View  
Yarnscombe  
Barnstaple  
EX31 3LP

## Schedule of Charges

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying / computer printing @ 10p per sheet (black & white)	Actual cost
	Photocopying / computer printing @ 10p 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>		