

Information available from Pocklington Town 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>	<p>(hard copy and/or website) Website: www.pocklington.gov.uk Or by writing to : The Town Clerk Pocklington Town Council 37 George Street Pocklington YO42 2DH or Telephone 01759 304851</p>	<p>20 pence per sheet for all documents</p>
Who's who on the Council and its Committees	As above	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	
Location of main Council office and accessibility details	The Old Courthouse 37 George Street Pocklington YO42 2DH. Fully accessible	
Staffing structure	Clerk and part-time assistant	
	Manager of the Arts Centre and Arts Centre staff	

<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>	<p>(hard copy and/or website) As above A precept notice is issued to all ratepayers annually showing the income and expenditure of the council</p>	
Annual return form and report by auditor	Upon application	
Finalised budget	Upon application	
Precept	Upon application	
Borrowing Approval letter	Upon application	
Financial Standing Orders and Regulations	Upon application	
Grants given and received	Upon application	
List of current contracts awarded and value of contract	Upon application	
Members' allowances and expenses	Upon application	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>(hard copy or website) Hard copy – development plan</p>	
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)	Upon application	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
	Standing Orders contain the details of the procedure on how we make decisions – upon application	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Upon application	
Agendas of meetings (as above)	Displayed on notice board outside council office.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web-site and hard copy on application	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Upon application	
Responses to consultation papers	Upon application	
Responses to planning applications	Upon application	
Bye-laws	n/a	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website) Upon application	
Policies and procedures for the conduct of council business:	As contained in the council standing orders	
Procedural standing orders		

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Which can be obtained from the council; upon application	
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)	Upon application	
Information security policy		
Records management policies (records retention, destruction and archive)	Upon application	
Data protection policies		
Schedule of charges (for the publication of information)	Upon application	
Class 6 – Lists and Registers	(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)	Allotment registers Burial records	
Assets Register	Upon application	
Disclosure log (indicating the information that has been provided in response to requests;	Upon application	

recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Upon application	
Register of gifts and hospitality	Upon application	
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	(hard copy or website; some information may only be available by Inspection) Upon application	
Allotments	Tenants agreement	
Burial grounds and closed churchyards	Scale of fees	
Community centres and village halls	Hire of Arts Centre/Old Courthouse	
Parks, playing fields and recreational facilities	Nothing written	
Seating, litter bins, clocks, memorials and lighting	Location maps	
Bus shelters	ERYC responsibility	
Markets	ERYC responsibility	
Public conveniences	ERYC responsibility	
Agency agreements	none	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Burial, allotment rent, use of open space	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**Richard Wood
Town Clerk
The Old Courthouse
37 George Street
Pocklington
YO42 2DH**

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 @20p per sheet (black & white)	Actual cost
	Colour Photocopying not available	Not available
	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