

RAWCLIFFE PARISH COUNCIL

Nicola Moorcroft - Clerk to the Council
 83, Broome Close, Huntington, York, YO32 9RH
 Tel: 01904 763902
 E-mail: clerk@rawcliffeparishcouncil.gov.uk

INFORMATION AVAILABLE FROM RAWCLIFFE PARISH COUNCIL UNDER MODEL PUBLICATION SCHEME

ALL ITEMS MARKED HARD COPY ARE AVAILABLE AT COST OF 20P PER SHEET, E-MAIL AND WEBSITE ITEMS ARE FREE.

Information to be published	How the information can be obtained	Cost
<p><u>Class1</u></p> <p><u>Who is who on the Council</u></p> <p><u>Membership of Council Committees</u> Transport Advisory Committee – Terms of Reference</p> <p><u>Staffing Structure</u> Parish Clerk Community Litter Picker</p>	<p>Hard Copy</p> <p>Available on website</p> <p>Hard Copy</p> <p>Available on website</p> <p>Hard Copy</p>	<p>20p per sheet</p>

Care taker - Rawcliffe Recreation Pavilion		
<p><u>Contact Details for Officers of the Council:</u></p> <p><u>Proper Officer - Nicola Moorcroft (Parish Clerk)</u> Rawcliffe Parish Council c/o 83 Broome Close, Huntington, York YO32 9RH</p> <p>Tel: 01904 763902 e-mail: clerk@rawcliffeparishcouncil.gov.uk</p> <p><u>Website</u> www.rawcliffeparishcouncil.gov.uk</p>		

<p>Class 2 – What we spend and how we spend it</p>		
<p><u>Annual Return 31/03/2011</u> <u>Annual Return 31/03/2010</u> <u>Annual Return 31/03/2009</u> <u>Annual Return 31/03/2010</u> <u>Annual Return 31/03/2011</u> <u>Annual Return 31/03/2012</u> <u>Annual Return 31/03/2013</u> <u>Annual Return 31/03/2014</u> <u>Annual Return 31/03/2015</u> <u>Annual return 31/03/2016</u> <u>Annual Return 31/03/2017</u></p>	<p>Can be inspected, by appointment with the Clerk</p> <p>Annual return for last financial year available on website</p>	<p>20p per sheet</p>
<p><u>Annual budgets in summary form</u></p>	<p>Can be inspected, by appointment with the Clerk</p>	
	<p>Available on website</p>	
		<p>20p per sheet</p>
<p><u>Invoices presented for payment</u></p>	<p>Can be inspected, by appointment with the Clerk.</p>	
	<p>Published in monthly Parish Council minutes.</p>	
	<p>Available on web-site</p>	
	<p>Can be inspected by appointment with the Clerk</p>	<p>20p per sheet</p>
	<p>Hard Copy</p>	

<p><u>Annual accounts, auditor report and supporting information</u></p>	<p>Can be inspected, by appointment with the Clerk</p>	
	<p>Available on website</p>	<p>20p per sheet</p>
<p><u>Financial Standing Orders and Regulations</u></p>	<p>Hard Copy Can be inspected by appointment with the Clerk.</p>	
	<p>Available on website</p>	<p>20p per sheet</p>
<p><u>Grants given and received</u></p>	<p>Published in monthly Parish Council minutes.</p>	<p>20p per sheet</p>
	<p>Available on web-site</p>	
<p><u>List of current Contracts awarded and Value of Contracts</u></p>	<p>Hard Copy Can be by appointment with the Clerk</p>	
		<p>20p per sheet</p>
<p><u>Members' Allowances and Expenses</u> Only mileage (when travelling outside the Parish) and training expenses paid.</p>	<p>Information contained within minutes - Hard Copy</p>	
	<p>Can be inspected by appointment with the Clerk</p>	

	Information available on website	
Class 3 – What our priorities are and how we are doing		
<u>Annual Report to Parish</u>	Can be inspected, by appointment with the Clerk. Available on web-site	20p per sheet
Class 4 – How we make decisions	See minutes of council meetings; available on website Can be inspected by appointment with the Clerk	20p per sheet
<u>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</u>	Available on web-site and notice boards. Hard copy	20p per sheet
<u>Agendas of meetings</u>	All current agendas are posted on notice boards and web-site. Agendas for previous meetings can be inspected, by appointment	20p per sheet

	with Parish Clerk or requested electronically form the Clerk	
<u>Minutes of meetings</u>	Can be inspected at by appointment with Parish Clerk. Available at Clifton Library. Available on Web-site	20p per sheet
<u>Reports presented to council meetings:</u>	Available in Council Minutes which can be inspected, by appointment with Parish Clerk and are available on Web-site	20p per sheet
<u>Responses to consultation papers</u>	Available in Council Minutes which can be by appointment with Parish Clerk and are available on Web-site	20p per sheet
<u>Responses to planning applications</u>	Available in Minutes of Parish Council meetings which can be inspected by appointment with Parish Clerk and are available on Web-site	20p per sheet
Class 5 – Our policies and procedures		

<p><u>Policies and procedures for the conduct of council business:</u></p> <p><u>Procedural standing orders</u></p> <p><u>Committee and sub-committee terms of reference}</u></p> <p><u>Delegated authority in respect of officers}</u></p> <p><u>Code of Conduct}</u></p> <p><u>Policy statements:</u> - Events held at Rawcliffe Country Park</p>	<p>Hard copy Available on web-site Can be inspected at by appointment with Parish Clerk.</p> <p>Available on website Can be inspected by appointment with Parish Clerk</p> <p>Available on website Can be inspected by appointment with Parish Clerk</p>	<p>20p per sheet</p> <p>20p per sheet</p> <p>20p per sheet</p>
<p><u>Policies and procedures for the provision of services and about the employment of staff:</u></p> <p><u>Internal policies relating to the delivery of services</u></p> <p><u>Equality and diversity policy</u></p> <p><u>Health and safety policy</u></p> <p><u>Recruitment policies (including current vacancies)</u></p>	<p>Not yet available</p> <p>Not yet available</p> <p>Not yet available</p>	

<u>Policies and procedures for handling requests for information</u>	Not yet available	
<u>Information security policy</u>	See information on application of GDPR and Privacy statement	
<u>Records management policies (records retention, destruction and archive)</u>	Available on website Can be inspected by appointment with Parish Clerk	20p per copy
<u>Data protection policies /GDPR Compliance</u>	Not yet available	
<u>Schedule of charges or the publication of information</u>	See below	
<u>Complaints procedure</u>	Available on website Hard copy Can be inspected by appointment with Parish Clerk	
Class 6 – Lists and Registers		
<u>Assets Register (Listed for Audit)</u>	Can be inspected at by appointment with the Clerk Available on website	20p per sheet
<u>Disclosure log</u>	Disclosures recorded in Minutes: Can be inspected at by appointment with	20p per sheet

	Parish Clerk and are available on Web-site	
<u>Register of members' interests</u>	Can be inspected with Parish Clerk. Available on City of York Council website and Rawcliffe Parish Council website.	20p per sheet
<u>Register of gifts and hospitality</u>	Can be inspected with Parish Clerk. Available on City of York Council website and Rawcliffe Parish Council website	20p per sheet
Class 7 – The services we offer		
<u>Allotments within the Parish</u>	Contact Parish Clerk for information. Information available on web-site.	
<u>Parks, playing fields and recreational facilities</u> Rawcliffe Recreation Ground and sports facilities St Mark's Grove, Rawcliffe. Tel: 01904 610189	Details available at Rawcliffe Recreation Pavilion and on web-site:	

<p>Contact : Mr G. Jackson Tel: 07860 654797</p> <p><u>Play areas:</u> Rawcliffe Recreation Ground St. Mark's grove, Rawcliffe Inspection reports</p> <p><u>Markets</u> None</p> <p><u>Public Conveniences</u> None</p> <p><u>Agency Agreements</u> None</p>	<p>Can be inspected, by appointment with Parish Clerk</p> <p>Details available at centre and on web-site:</p>	<p>20p per sheet</p>
<p>Additional Information None Available</p>		

Contact details:

Rawcliffe Parish Council
c/o 83 Broome Close
Huntington,
York YO32 9RH

Website:

www.rawcliffeparishcouncil.org.uk

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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 * 20per sheet
	Photocopying per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class/ Large letter cost
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Other		
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* the actual cost incurred by the public authority

DATE OF ADOPTION: DECEMBER 12th 2011
REVIEWED AND APPROVED MAY 2017