

RAWCLIFFE PARISH COUNCIL

Fiona Vicary - Clerk to the Council
 Rawcliffe Recreation (Bob Eccles) Pavilion St Mark's Grove, YORK YO30 5TS
 Tel: 01904 890366

E-mail: clerk@rawcliffeparishcouncil.gov.uk
www.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 |
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| <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</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> |

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| <p>Litter Picker Caretaker - Rawcliffe Recreation Pavilion</p> | | |
| <p><u>Contact Details for Officers of the Council:</u></p> <p><u>Proper Officer – Fiona Vicary (Parish Clerk)</u> Rawcliffe Recreation (Bob Eccles) Pavilion St Mark's Grove, YORK YO30 5TS Tel: 01904 890366 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></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> |

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| <p><u>Annual Return 31/03/2015</u> <u>Annual return 31/03/2016</u> <u>Annual Return 31/03/2017</u> <u>Annual Return 31/03/2018</u> <u>Annual Return 31/03/2019</u></p> | <p>Can be inspected, by appointment with the Clerk</p> | |
| <p><u>Annual budgets in summary form</u></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. Published in monthly Parish Council minutes. Available on website Can be inspected by appointment with the Clerk</p> | <p>20p per sheet</p> |
| <p><u>Annual accounts, auditor report and supporting information</u></p> | <p>Hard Copy Can be inspected, by appointment with the Clerk Available on website</p> | <p>20p per sheet</p> |

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| <p><u>Financial Standing Orders and Regulations</u></p> | <p>Hard Copy Can be inspected by appointment with the Clerk. Available on website</p> | <p>20p per sheet</p> |
| <p><u>Grants given and received</u></p> | <p>Published in monthly Parish Council minutes. Available on website</p> | <p>20p per sheet</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 Can be inspected by appointment with the Clerk Information available on website</p> | |
| <p>Class 3 – What our priorities are and how we are doing</p> | | |
| <p><u>Annual Report to Parish</u></p> | <p>Can be inspected, by</p> | <p>20p per</p> |

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| | appointment with the Clerk. Available on website | 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 website and notice boards. Hard copy | 20p per sheet |
| <u>Agendas of meetings</u> | All current agendas are posted on notice boards and website. Agendas for previous meetings can be inspected, by appointment with Parish Clerk or requested electronically from the Clerk | 20p per sheet |
| <u>Minutes of meetings</u> | Can be inspected at by appointment with Parish Clerk. Available on Website | 20p per sheet |
| <u>Reports presented to council meetings:</u> | Available in Council Minutes which can be | 20p per sheet |

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| | inspected, by appointment with Parish Clerk and are available on Website | |
| <u>Responses to consultation papers</u> | Available in Council Minutes which can be by appointment with Parish Clerk and are available on Website | 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 Website | 20p per sheet |
| Class 5 – Our policies and procedures | | |
| <u>Policies and procedures for the conduct of council business:</u> | | |
| <u>Procedural standing orders</u> | Hard copy Available on website Can be inspected at by appointment with Parish Clerk. | 20p per sheet |
| <u>Committee and sub-committee terms of reference}</u> | | |
| <u>Delegated authority in respect of officers}</u> | | |
| <u>Code of Conduct}</u> | Available on website Can be inspected by appointment with Parish | 20p per sheet |

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| <p><u>Policy statements:</u> - Events held at Rawcliffe Country Park</p> | <p>Clerk Available on website</p> <p>Can be inspected by appointment with Parish Clerk</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> <u>Equality and diversity policy</u> <u>Health and safety policy</u></p> <p><u>Recruitment policies (including current vacancies)</u></p> <p><u>Policies and procedures for handling requests for information</u></p> | <p>Not yet available</p> <p>Not yet available</p> <p>Not yet available</p> <p>Not yet available</p> | |
| <p><u>Information security policy</u></p> | <p>See information on application of GDPR and Privacy statement Available on website Hard copy Can be inspected by appointment with Parish Clerk</p> | |

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| <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> | See above | |
| <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 Parish Clerk and are available on Website | 20p per sheet |
| <u>Register of members' interests</u> | Can be inspected with Parish Clerk. Available on City of York Council website and | 20p per sheet |

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| | Rawcliffe Parish Council website. | |
| <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 website. | |
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| <u>Parks, playing fields and recreational facilities</u> Rawcliffe Recreation Ground and sports facilities St Mark's Grove, Rawcliffe. Tel: 01904 610189 <u>Contact :</u> Mr G. Jackson Tel: 07860 654797 <u>Play areas:</u> Rawcliffe Recreation Ground St. Mark's grove, Rawcliffe | Details available at Rawcliffe Recreation Pavilion and on website: Can be inspected, by appointment with Parish Clerk | |

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| <p>Inspection reports</p> <p><u>Markets</u> None</p> <p><u>Public Conveniences</u> None</p> <p><u>Agency Agreements</u> None</p> | <p>Details available at centre and on website:</p> | <p>20p per sheet</p> |
| <p>Additional Information None Available</p> | | |

Contact details:

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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 | | |

* the actual cost incurred by the public authority

DATE OF ADOPTION: DECEMBER 12th 2011
REVIEWED AND APPROVED OCTOBER 2019