

Information available from Burton Salmon Parish Council under the model publication scheme

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's Who on the Council and its Committees	Hard copy and website
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website
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	
Annual return form and report by auditor	Hard copy and website
Finalised budget	Hard copy
Precept	Hard copy
Borrowing Approval letter	Hard copy (where applicable)
Financial Standing Orders and Regulations	Hard copy and website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Hard copy

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Not applicable
Annual Report to Parish Meeting (current and previous year as a minimum)	In minutes on website
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, any committee/sub-committee meetings and parish meetings)	Hard copy and website
Agendas of meetings (as above)	Hard copy and website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy
Bye-laws	Not applicable
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Hard copy and website

Committee and sub-committee terms of reference	Hard copy and website
Delegated authority in respect of officers	Not applicable
Code of Conduct	Hard copy and website
Policy statements	Not applicable
Policies and procedures for the provision of services and about the employment of staff:	
Internal policies relating to the delivery of services	Not applicable
Equality and Diversity policy	Not applicable
Health and Safety policy	Not applicable
Recruitment policies (including current vacancies)	Not applicable
Policies and procedures for handling requests for information	Not applicable
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and website
Information security policy	Not applicable
Records management policies (records retention, destruction and archive)	Hard copy and website
Data protection policies	Not applicable
Schedule of charges (for the publication of information)	Not applicable
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town Councils)	Not applicable
Register of members' interests	Hard copy and website
Register of gifts and hospitality	Hard copy
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	Hard copy
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Not applicable
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy

Contact details:

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SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Burton Salmon
- (ii) Multiple copies of any available document will be supplied to any resident within the Civic Parish of Burton Salmon on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Burton Salmon or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.