



**INFORMATION AVAILABLE FROM SHERBURN IN ELMET TOWN
 COUNCIL UNDER FOI 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
<u>Class 1 - Who is who on the Council?</u>	
Membership of Council Committees	All information is available in Hard Copy and on the Town Council website: www.sherburninemet-tc.gov.uk
<u>Staffing Structure</u> Responsible Financial Officer (RFO) Deputy Clerk Administration Officer Maintenance Officer	
<u>Class 2 – What we spend and how we spend it</u>	
Annual Governance and Accountability Returns AGAR (last 5 years)	Can be inspected, by appointment with the Clerk. Current Annual return available on website
Invoices presented for payment	Can be inspected by appointment with the Clerk. Included in Town Council minutes. Available on website.
Annual accounts, auditor report and supporting information	Published in Town Council minutes. Available on website. Can be inspected by appointment with the Clerk. Hard Copy.
Financial Regulations	Hard Copy. Can be inspected by appointment with the Clerk. On website.
Grants given and received	Hard Copy Can be inspected by appointment with the Clerk. Available on website.

List of current Contracts awarded and Value of Contracts	Published in Town Council minutes. Available on website.
Members' Expenses	Hard Copy Can be inspected by appointment with the Clerk Published in Council Minutes

<u>Class 3</u> – What our priorities are and how we are doing	
Annual Report to Parish	Can be inspected, by appointment with the Clerk. Available on website
<u>Class 4</u> – How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available on website and notice boards. Hard copy
Agendas of meetings	All current agendas are posted on notice boards. On website. Can be inspected by appointment with the Clerk.
Minutes of meetings	Can be inspected by appointment with the Clerk. On website.
Reports presented to council meetings:	Available in Council Minutes. On website. Can be inspected by appointment with the Clerk
Responses to consultation papers	Available in Council Minutes. On website. Can be inspected by appointment with the Clerk
Responses to planning applications	Available in Council Minutes. On website. Can be inspected by appointment with the Clerk

Class 5 – Our policies and procedures

Information security policy	Hard copy Can be inspected by appointment with the Clerk. On website
Records management policies (records retention, destruction and archive)	Hard copy Can be inspected by appointment with the Clerk. Available on website.
Data protection policies	Hard copy Can be inspected by appointment with the Clerk Available on website.
Schedule of charges or the publication of information	See below
Complaints procedure	Hard copy. Available on website.
Assets Register (Listed for Audit)	Can be inspected at by appointment with the Clerk. Available on website.
Disclosure log	Disclosures recorded in Minutes. Can be inspected at by appointment with the Clerk.
Register of members' interests	Available to view on Town Council website Can be inspected by appointment with the Clerk. Also available North Yorkshire Council website.
Dispensation Requests	Recorded in meeting minutes. Available on website. Can be inspected by appointment with the Clerk.
Register of gifts and hospitality	Can be inspected by appointment with the Clerk. Also available on North Yorkshire Council website.

Class 7 – The services we offer

Allotments within the Parish	Contact Clerk for information. Information available on website.
Parks, playing fields and recreational facilities Eversley Park Eversley Park Outside Gym Equipment The Fairways Fairways MUGA Pétanque Gardens White Rose Finkle Hill Finkle Hill Sports Court Recreation Ground	Information available on website. Can be inspected, by appointment with the Clerk. Hard copy.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

* the actual cost incurred by the public authority

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)