



## SHERBURN IN ELMET TOWN COUNCIL

### 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	Cost

<p><b><u>Class1</u></b></p> <p><b><u>Who is who on the Council?</u></b></p> <p><b><u>Membership of Council Committees</u></b></p> <p><b><u>Staffing Structure</u></b>          Executive Officer (Proper Officer) – position currently vacant          Responsible Financial Officer (RFO)          Asset Maintenance Manager          Litter Picker</p>	<p>All information is available in Hard Copy</p> <p>All information is available on the SETC website:  <a href="http://www.sherburninemet-pc.gov.uk">www.sherburninemet-pc.gov.uk</a></p>	<p><b>20p per sheet</b></p>
<p><b><u>Contact Details for Officers of the Council:</u></b></p> <p>Executive Officer:</p> <p>RFO</p> <p>Asset Maintenance Manager</p> <p><b><u>Website:</u></b>  <a href="http://www.sherburninemet-pc.gov.uk">www.sherburninemet-pc.gov.uk</a></p>	<p><a href="mailto:clerk@sherburninemet-pc.gov.uk">clerk@sherburninemet-pc.gov.uk</a></p> <p><a href="mailto:rfo@sherburninemet-pc.gov.uk">rfo@sherburninemet-pc.gov.uk</a></p> <p><a href="mailto:amm@sherburninemet-pc.gov.uk">amm@sherburninemet-pc.gov.uk</a></p>	



<p><b><u>Financial Regulations</u></b></p>	<p>Hard Copy Can be inspected by appointment with the Clerk. Available on website</p>	<p><b>20p per sheet</b></p>
<p><b><u>Grants given and received</u></b></p>	<p>Hard Copy Can be inspected by appointment with the Clerk. Available on website</p>	<p><b>20p per sheet</b></p>
<p><b><u>List of current Contracts awarded and Value of Contracts</u></b></p>	<p>Published in monthly Town Council/Committee minutes. Available on website</p>	<p><b>20p per sheet</b></p>
<p><b><u>Members' Expenses</u></b></p>	<p>Hard Copy Can be by appointment with the Clerk Available in Council Minutes which can be</p>	<p><b>20p per sheet</b></p>

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

	appointment with Clerk	
<b><u>Minutes of meetings</u></b>	Can be inspected at by appointment with Clerk.  Available on Website	<b>20p per sheet</b>
<b><u>Reports presented to council meetings:</u></b>	Available in Council Minutes which can be inspected, by appointment with Clerk	<b>20p per sheet</b>
<b><u>Responses to consultation papers</u></b>	Available in Council Minutes which can be by appointment with Clerk	<b>20p per sheet</b>
<b><u>Responses to planning applications</u></b>	Available in Minutes of Town Council meetings which can be inspected by appointment Clerk Available on SETC website.	<b>20p per sheet</b>
<b>Class 5 – Our policies and procedures</b>		
<b><u>Policies and procedures for the conduct of council business:</u></b>  <b><u>Procedural standing orders</u></b> <b><u>Delegated authority in respect of officers</u></b> <b><u>Code of Conduct</u></b>	All available in hard copy Can be inspected at by appointment with Clerk.  All available on SETC	<b>20p per sheet</b>

	website	
<b><u>Policies and procedures for the provision of services and about the employment of staff:</u></b>	Hard copy available from Clerk  Can be inspected at by appointment with Clerk.	<b>20p per sheet</b>
<b><u>Information security policy</u></b>	Hard copy Can be inspected by appointment with Parish Clerk Available on SETC Website	
<b><u>Records management policies (records retention, destruction and archive)</u></b>	Hard copy Can be inspected by appointment with Clerk Available on SETC Website	
<b><u>Data protection policies</u></b>	Hard copy Can be inspected by appointment with Clerk Available on Website	
<b><u>Schedule of charges or the publication of information</u></b>	See below	
<b><u>Complaints procedure</u></b>	Hard copy	





<p><b><u>Register of gifts and hospitality</u></b></p>	<p>Can be inspected, by appointment with Parish Clerk Also available on Selby DC website.</p>	<p><b>20p per sheet</b></p>
<p><b>Class 7 – The services we offer</b></p>		
<p><b><u>Allotments within the Parish</u></b></p>	<p>Contact Clerk for information. Information available on website.</p>	
<p><b><u>Parks, playing fields and recreational facilities</u></b></p> <p>Eversley Park Eversley Park Outside Gym Equipment The Fairways White Rose Finkle Hill Recreation Ground</p>	<p>Information available on SETC website.</p> <p>Can be inspected, by appointment with Clerk</p> <p>Hard copy</p>	<p><b>20p per sheet</b></p>

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost * 20per sheet
	Photocopying per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class/ Large letter cost
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority