

Information available from Osbaldwick Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only.		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Hard Copy Contained within May minutes Website Hard Copy	Free 10p per page Free 10p per page
Postal and email address Contact details for Parish Clerk and Council members	Website Hard Copy	Free 10p per page

Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Osboldwick Parish Council does not have a council office.	N/A
Staffing structure	Osboldwick Parish Council has one part-time employee – the Parish Clerk.	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard Copy	Free 10p per page
Finalised budget	Hard Copy	10p per page
Precept	Website – Contained within accounts Hard Copy	Free 10p per page
Borrowing Approval letter	Not Applicable	
All items of expenditure above £100	Website – Contained within minutes Hard Copy	Free 10p per page

Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per page
Grants given and received	Website – Contained within minutes Hard Copy	Free 10p per page
List of current contracts awarded and value of contract	Hard Copy	10p per page
Members' allowances and expenses	Website – Contained within minutes, where applicable. Hard Copy	Free 10p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard Copy	Free 10p per page
Parish Plan	Not Applicable	
Annual Report to Parish or Community Meeting	Website Hard Copy	Free 10p per page

Quality status	Not Held	
Local charters drawn up in accordance with DLUHC's guidelines	Not Held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not Held	
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 and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per page
Agendas of meetings (as above)	Website Hard Copy	Free 10p per page
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy	Free 10p per page
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy	10p per page
Responses to consultation papers	Website – Contained within minutes	Free
Responses to planning applications	Website – Contained within minutes	Free

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: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website Hard Copy	Free 10p per page
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website Hard Copy	Free 10p per page
Records management, personal data and access to information policies Include information security policies, records retention,	In accordance with legal requirements. Privacy policy on website.	

destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website, where applicable	Free
Assets register, including details of public land and building assets	Website Hard Copy	Free 10p per page
Disclosure log indicating the information provided in response to FOIA and EIR requests.	Hard copy, where applicable	10p per page
Register of members' interests	Website Hard Copy	Free 10p per page
Register of gifts and hospitality	Hard Copy	10p per page
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	Not Applicable	

Community centres and village halls	Website Hard Copy	Free 10p per page
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p per page
Seating, litter bins, clocks, memorials and lighting	Website – included in Asset Register. Hard Copy	Free 10p per page
Bus shelters	Not Applicable	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
Additional Information Information not itemised in the lists above		
None		

CONTACT DETAILS:

Mrs Louise Pink – Clerk & Responsible Financial Officer to Osbaldwick Parish Council

Email – osbaldwickparishcouncil@yahoo.co.uk

Website – www.osbaldwickparishcouncil.gov.uk

Adopted –

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/printing @ 10p per page	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority