

## Information available from Full Sutton & Skirpenbeck Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Available on the website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	Available upon request from the Clerk	£1.00 per sheet
Annual return form and report by auditor	Available from Clerk	£1.00 per sheet
Finalised budget	Available from Clerk	£1.00 per sheet
Precept	Available from Clerk	£1.00 per sheet
Borrowing Approval letter	Available from Clerk	£1.00 per sheet
Financial Standing Orders and Regulations	Available from Clerk	£1.00

		per sheet
Grants given and received	Available from Clerk	£1.00 per sheet
List of current contracts awarded and value of contract	Available from Clerk	£1.00 per sheet
Members' allowances and expenses	Available from Clerk	£1.00 per sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	Available from Clerk	£1.00 per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available from Clerk	£1.00 per sheet
Quality status	N/A	
<b>Class 4 – How we make decisions</b>		
Current and previous council year as a minimum	Available on the website Available from Clerk	Free £1.00 per sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available on the website Available from Clerk	Free £1.00 per sheet
Agendas of meetings (as above)	Website, Notice Boards Available from Clerk	Free £1.00 per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Notice boards Available from Clerk	Free £1.00 per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available from Clerk	£1.00 per sheet
Responses to consultation papers	Available from Clerk	£1.00 per sheet
Responses to planning applications	Planning Portal Available from Clerk	Free £1.00 per sheet

Bye-laws	Clerk	£1.00 per sheet
<b>Class 5 – Our policies and procedures</b> (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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	On request from Clerk	£1.00 per sheet
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures	On request from Clerk	£1.00 per sheet
Information security policy	On request from Clerk	£1.00 per sheet
Records management policies (records retention, destruction and archive)	On request from Clerk	£1.00 per sheet
<b>Class 6 – Lists and Registers</b>		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	On request from Clerk	£1.00 per sheet
Register of members' interests	On request from Clerk	£1.00 per sheet
Register of gifts and hospitality	On request from Clerk	£1.00 per sheet
<b>Class 7 – The services we offer</b>		
Allotments	N/A	
<del>Burial grounds and closed churchyards</del>	N/A	
<del>Community centres and village halls</del>	N/A	
Parks, playing fields and recreational facilities	On request from Clerk	£1.00 per sheet
Seating, litter bins, clocks, memorials and lighting	On request from Clerk	£1.00 per sheet
<del>Bus shelters</del>	N/A	
<del>Markets</del>	N/A	
<del>Public conveniences</del>	N/A	
Agency agreements	On request from Clerk	£1.00 per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	On request from Clerk	£1.00 per sheet

## Contact details:

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SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying £1.00 per sheet (black & white)	Cost plus time
	Photocopying £1.50p per sheet (colour)	Cost plus time
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Access from website	All free of charge	