

## Information available from Rufforth with Knapton 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	hard copy	10p per sheet
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
<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> <p>Current and previous financial year as a minimum</p>	hard copy	10p per sheet
Annual return form and report by auditor		

Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections, and reviews)	hard copy	10p per sheet
Parish Plan		
Annual Report to Parish Meeting (current and previous year as a minimum)		
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Village Design Statement 1. Rufforth 2. Knapton Neighbourhood Plan		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Hard copy	10p per sheet
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.		

Responses to consultation papers		
Responses to planning applications		
Byelaws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies, and procedures for delivering our services and responsibilities)  Current information only	hard copy	10p per sheet
Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements		
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy, some information may only be available by inspection)	10p per sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		

Register of members' interests		
Register of gifts and hospitality		
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy; some information may only be available by inspection)	10p per sheet
Burial grounds and closed churchyards		
Seating, litter bins, notice boards and memorials		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>FOI ACT 2000 FOI Requests including:</b>	Hard copy	£25 per hour – limited to £450
• Determining whether the council holds the information;		
• Locating the information, or document containing it;		
• Retrieving the information, or document containing it; and		
• Extracting the information from a document containing it		

**Contact details: Mrs Stephanie Warden, Parish Clerk  
Telephone: 01904 738751 Email: [clerk@rufforthwithknapton-pc.gov.uk](mailto:clerk@rufforthwithknapton-pc.gov.uk)**

## 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 @ 10p per sheet (black & white)	Actual Cost*
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the Freedom of Information Act 2000 Section 21
<b>Other</b>		

\* the actual cost incurred by the public authority