



Heworth without Parish Council
 Nicola Moorcroft (Clerk to Parish Council)
 83 Broome Close, Huntington, YORK YO32
 Tel: 0741976367
 E-mail: clerk.hwpc@gmail.com
www.heworthwithout.org.uk

INFORMATION AVAILABLE FROM HEWORTH WITHOUT PARISH COUNCIL
UNDER 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
<u>Class1</u>		
<u>Who is who on the Council?</u>	Hard Copy Available on website	20p per sheet
<u>Membership of Council Committees</u>	Hard Copy Available on website	20p per sheet

<p><u>Staffing Structure</u> Parish Clerk Groundsman</p>		
<p><u>Contact Details for Officers of the Council:</u></p> <p><u>Proper Officer - Nicola Moorcroft (Parish Clerk)</u> Heworth without Parish Council c/o 83 Broome Close, Huntington, York YO32 9RH</p> <p>Tel: 0741976367 e-mail: clerk.hwpc@gmail.com</p> <p><u>Website</u> www.heworthwithout.org.uk</p>		

Class 2 – What we spend and how we spend it	Can be inspected, by appointment with the Clerk	20p per sheet
<u>Annual Return 31/03/2015</u> <u>Annual Return 31/03/2016</u> <u>Annual Return 31/03/2017</u> <u>Annual Return 31/03/2018</u> <u>Annual Return 31/03/2019</u>	Current Annual return available on website	20p per sheet
<u>Annual budgets in summary form</u>	Can be inspected, by appointment with the Clerk. Available on web-site	20p per sheet
<u>Invoices presented for payment</u>	Hard copy Published in monthly Parish Council minutes. Available on web-site Can be inspected by appointment with the Clerk Hard Copy	20p per sheet
<u>Annual accounts, auditor report and supporting information</u>	Can be inspected, by appointment with the Clerk	

<p><u>Financial Regulations</u></p>	<p>Hard Copy Can be inspected by appointment with the Clerk. Available on website</p>	<p>20p per sheet</p>
<p><u>Grants given and received</u></p>	<p>Hard Copy Can be inspected by appointment with the Clerk. Available on website</p>	<p>20p per sheet</p>
<p><u>List of current Contracts awarded and Value of Contracts</u></p>	<p>Published in monthly Parish Council minutes. Available on web-site</p> <p>Hard Copy Can be by appointment with the Clerk</p>	<p>20p per sheet</p> <p>20p per sheet</p>
<p><u>Members' Expenses</u></p>	<p>Hard Copy Available in Council Minutes which can be inspected by appointment with the Clerk</p>	<p>20p per sheet</p>
<p>Class 3 – What our priorities are and how we are doing</p>		

<u>Annual Report to Parish</u>	Can be inspected, by appointment with the Clerk. Available on web-site	20p per copy
Class 4 – How we make decisions		
<u>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</u>	Available on web-site and notice boards. Hard copy	20p per sheet
<u>Agendas of meetings</u>	All current agendas are posted on notice boards and web-site. Agendas for previous meetings can be inspected, by appointment with Parish Clerk and are available on Web-site	20p per sheet
<u>Minutes of meetings</u>	Can be inspected at by appointment with Parish Clerk. Available on Web-site	20p per sheet
<u>Reports presented to council meetings:</u>	Available in Council Minutes which can be	20p per sheet

	inspected, by appointment with Parish Clerk and are available on Web-site	
<u>Responses to consultation papers</u>	Available in Council Minutes which can be by appointment with Parish Clerk	20p per sheet
<u>Responses to planning applications</u>	Available in Minutes Parish Council meetings which can be inspected by appointment with Parish Clerk and are available on Web-site	20p per sheet
Class 5 – Our policies and procedures		
<u>Policies and procedures for the conduct of council business:</u> <u>Procedural standing orders</u> <u>Delegated authority in respect of officers}</u> <u>Code of Conduct}</u> <u>Policy statements}</u>	Hard copy Available on web-site Can be inspected at by appointment with Parish Clerk.	20p per sheet
<u>Policies and procedures for the provision of services and about the employment of staff:</u> <u>Internal policies relating to the delivery of services</u> <u>Equality and diversity policy</u> <u>Health and safety policy</u>	Hard copy available from Parish Clerk Not yet available	

<u>Recruitment policies (including current vacancies)</u>	Not yet available Not yet available	
<u>Policies and procedures for handling requests for information</u>	Not yet available	20p per sheet
<u>Information security policy</u>	Hard copy Can be inspected by appointment with Parish Clerk Available on Web-site	
<u>Records management policies (records retention, destruction and archive)</u>	Hard copy Can be inspected by appointment with Parish Clerk Available on Web-site	
<u>Data protection policies</u>	Hard copy Can be inspected by appointment with Parish Clerk Available on Web-site	
<u>Schedule of charges or the publication of information</u>	See below	
<u>Complaints procedure</u>	Hard copy Can be inspected by appointment with Parish	

	Clerk Available on Web-site	
Class 6 – Lists and Registers		
<u>Assets Register (Listed for Audit)</u>	Can be inspected at by appointment with the Clerk Available on Web-site	20p per sheet
<u>Disclosure log</u>	Disclosures recorded in Minutes: Can be inspected at by appointment with Parish Clerk	20p per sheet
<u>Register of members' interests</u> <u>Dispensation Requests</u>	Available to view on Parish Council website Can be inspected by appointment with Parish Clerk. Also available at City of York Council website and at West Offices Recorded in meeting minutes. Can be inspected by appointment with the clerk.	20p per sheet
<u>Register of gifts and hospitality</u>	Can be inspected, by appointment with Parish	20p per sheet

	Clerk Also available at City of York Council Offices	
Class 7 – The services we offer		
<u>Allotments within the Parish</u>	Contact Parish Clerk for information. Information available on web-site.	
<u>Parks, playing fields and recreational facilities</u>		
<p><u>Play areas:</u> Play area at Stray Road, Heworth York YO31 0NE Inspection Reports</p> <p><u>Markets</u> None</p> <p><u>Public Conveniences</u> None</p> <p><u>Agency Agreements</u> None</p>	Can be inspected, by appointment with Parish Clerk	

		20p per sheet
Additional Information None Available		

Contact details:

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c/o 83 Broome Close
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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 @ 20p per sheet (black &	Actual cost * 20per sheet

	white)	
	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)
Other		

* the actual cost incurred by the public authority

ADOPTED MAY 2015