

## **SEAMER PARISH COUNCIL**

www.seamercrossgates.org.uk

## **PUBLICATION SCHEME**

Adopted by the Council on 9 April 2024

Next Review due 31 October 2024

## Information available from Seamer 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
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only	(hard copy or website) <u>WEBSITE</u> Home page overview/links	Nil
List of Council members and their responsibilities as well a list of Council Committees and Working Groups	WEBSITEMembers ResponsibilitiespageListed against Members  Responsibilities andTerms of Reference sub-page on Documents page	Nil
Details of any representation on local public bodies Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Listed against Members   Responsibilities WEBSITE Members Responsibilities page for Council members and Contact page for the Clerk & Responsible Financial Officer	Nil
Location of main Council office and accessibility details	<b>NOT HELD</b> . The postal address is a PO Box address. Post is delivered to the Clerk & Responsible Financial Officer. See <u>WEBSITE</u> Council Meetings page for venues	N/A
Staffing structure	<b>NOT HELD</b> . The Clerk & Responsible Financial Officer is the only member of staff	N/A

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Class 2 – What we spend and how we spend it	(hard copy or website)	
(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 Governance, Accounting & Audit reports on <b>Finance</b> pages	Nil
Finalised budget	WEBSITE Approved and Revised Budgets on <b>Finance</b> pages	Nil
Precept	WEBSITE Approved Budgets & Precepts on <b>Finance</b> pages	Nil
Borrowing Approval letter	NOT HELD	N/A
All items of expenditure above £100	WEBSITE Financial Schedules on Finance pages	Nil
Financial Standing Orders and Regulations	WEBSITE           Standing Orders and           Financial Regulations           page on Finance	Nil
Grants given and received	WEBSITE Finance pages	Nil
List of current contracts awarded and value of contract	WEBSITE Finance page	Nil
Members' allowances and expenses	WEBSITE Finance pages	Nil
Class 3 – What our priorities are and how we are doing	(hard copy or website)	
(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 Governance, Accounting & Audit reports on <b>Finance</b> pages	Nil
Parish Plan	NOT HELD	N/A
Annual Report to Parish or Community Meeting	<u>WEBSITE</u> Parish Meetings page	Nil
Quality status	NOT HELD	N/A
Local charters drawn up in accordance with DLUHC's guidelines	NOT HELD	N/A
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	N/A

Class 4 – How we make decisions	(hard copy or website)	
(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 Council Meetings page	Nil
Agendas of meetings (as above)	WEBSITE Agendas & Reports pages	Nil
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	WEBSITE Minutes pages	Nil
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	WEBSITE Agendas & Reports pages	Nil
Responses to consultation papers	WEBSITE Within relevant Minutes	Nil
Responses to planning applications	WEBSITE Within relevant Minutes	Nil
Bye-laws	NOT HELD	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of Council business:	WEBSITE Documents pages	Nil
<ul> <li>Procedural standing orders</li> <li>Committee and sub-committee &amp; Working Group terms of reference</li> <li>Delegated authority in respect of officers</li> <li>Code of Conduct</li> <li>Policy statements</li> </ul>	Code of Conduct; Standing Orders; Financial Regulations; [Delegations specified within Standing Orders, Financial Regulations & exceptionally for specific matters within relevant <b>Minutes</b> ]; Committee & Working Group Terms of Reference; Policies and Procedures	
Policies and procedures for the provision of services and about the employment of staff:	<u>WEBSITE</u>	Nil
<ul> <li>Internal instructions to staff and policies relating to the delivery of services**</li> <li>Equality and diversity policy*</li> <li>Health and safety policy*</li> <li>Recruitment policies and details of current vacancies**</li> <li>Policies and procedures for handling requests for information**</li> <li>Complaints procedures* (including those covering requests for information and</li> </ul>	Documents page* or <u>NOT HELD</u> **	N/A

Records management, personal data and access to information policies	NOT HELD	N/A
Include information security policies, records		
retention, destruction and archive policies, and		
data protection (including data sharing and		
CCTV usage) policies		
Class 6 – Lists and Registers	(hard copy or website; some information may only be	
Currently maintained lists and registers only.	available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	N/A	
Assets register, including details of public land and building assets	WEBSITE Finance page	Nil
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	NOT HELD	N/A
Register of members' interests	<u>WEBSITE</u> Members Responsibilities	Nil
Register of gifts and hospitality	page <u>WEBSITE</u> Within Register of members' interests on <b>Members</b>   <b>Responsibilities</b> page	Nil
Class 7 – The services we offer	(hard copy or website; some	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	information may only be available by inspection)	
Current information only		
Allotments	WEBSITE Allotments page	Nil
Burial grounds and closed churchyards	NOT HELD	N/A
Community centres and village halls	NOT HELD	N/A
	but <u>WEBSITE</u> includes information on War Memorial Hall and	
	Crossgates Community Ctre pages	
Parks, playing fields and recreational facilities	WEBSITE Playgrounds Outdoor Gyms page	Nil
Seating, litter bins, clocks, memorials and lighting	WEBSITE Within Asset register on Finance page	Nil
Bus shelters	NOT HELD	N/A
Markets	NOT HELD	N/A
Public conveniences	NOT HELD	N/A
Agency agreements	WEBSITE         Nil           Finance page         Nil	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	WEBSITE Allotments page	Nil

Additional Information		
Information not itemised in the lists above		
Defibrillators	WEBSITE Defibrillators page	Nil
Community Speed Watch	WEBSITE Community Speed Watch page	Nil
Road Salt/Grit Bins	WEBSITE Within Asset register on Finance page	Nil

## 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	Printing and/or Photocopying @ 10p per A4 sheet (black & white)	Estimated Actual cost *
	Printing and/or Photocopying @ 15p per A4 sheet (colour)	Estimated Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Venue @ £15 per hour	Actual cost of renting room in Seamer & Irton War Memorial Hall or Crossgates Community Centre to meet to share information by inspection and/or explanation
	Mileage @ 65p per mile	Actual cost for Clerk & Responsible Financial Officer to attend to meet to share information by inspection and/or explanation

\* the actual cost incurred

Signed:

Chairman of the Council

Clerk of the Council and Responsible Financial Officer Proper Officer

Date: 14 May 2024