

CAYTON PARISH COUNCIL PUBLICATION SCHEME

Introduction and Notes on use

In accordance with the Freedom of Information Act local councils are required to give members of the public access to various documents relating to the day to day running of the council.

The information contained in the publication Scheme for Cayton Parish Council can be accessed:- At the Parish Office and in via the website – www.caytonparishcouncil.gov.uk

This document lists the information that is readily available under the Publication Scheme and how it may be accessed.

Information available from Cayton Parish Council under the Model Publication scheme

Information to be published	How the information can be obtained	Cost *10p /A4 sheet (black&white)
<p>Class1 - Who we are and what we do (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>	<p>Clerk email clerk@caytonparishcouncil.gov.uk Website www.caytonparishcouncil.gov.uk</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website www.caytonparishcouncil.gov.uk Hard Copy contact the Clerk</p>	<p>Free *10p per A4 sheet</p>
<p>Contact details for Parish Clerk Richard Westgarth Cayton Parish Council Jubilee Hall, Main Street Cayton Scarborough YO11 3TF Tel 01723 586869 Email clerk@caytonparishcouncil.gov.uk The office is open Tues, Wed & Thurs 10am to 3pm</p>		
<p>Location of main Council office and accessibility details Cayton Parish Council Jubilee Hall Main Street Cayton Scarborough YO11 3TF</p>		

<p>Tel 01723 586869 Email clerk@caytonparishcouncil.gov.uk The office is open Tues, Wed & Thurs 10am to 3pm</p>		
Staffing structure	Not applicable	
<p>Class 2 – What we spend and how we spend it (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>	<p>Clerk - email clerk@caytonparishcouncil.gov.uk</p>	*10p per A4 sheet
Annual return form and report by auditor	Hard copy – contact the Clerk	*10p per A4 sheet
Finalised budget	Hard copy – contact the Clerk	*10p per A4 sheet
Precept	Hard copy – contact the Clerk	*10p per A4 sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	On website	Free
Grants given and received	Hard copy – contact the Clerk	*10p per A4 sheet
List of current contracts awarded and value of contract	Hard copy – contact the Clerk	*10p per A4 sheet
<p>Members’ allowances and expenses Chairman’s allowance £400 Only mileage expenses are paid when travelling on council business outside the parish.</p>	Hard copy – contact the Clerk	*10p per A4 sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Clerk email clerk@caytonparishcouncil.gov.uk</p>	
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	Hard copy – contact the Clerk	*10p per A4 sheet
Quality status	Not applicable	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Clerk email clerk@caytonparishcouncil.gov.uk	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact the Clerk	*10p per A4 sheet
Agendas of meetings (as above)	Website & displayed on Notice Boards	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & displayed on Notice Boards	Free Free
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact the Clerk	*10p per A4 sheet
Responses to consultation papers	Hard copy – contact the Clerk	*10p per A4 sheet
Responses to planning applications	Hard copy – contact the Clerk	*10p per A4 sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Some on website for others contact Clerk email clerk@caytonparishcouncil.gov.uk	Free *10p per A4 sheet
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 website Hard copy – contact the Clerk Hard copy – contact the Clerk On website Hard copy – contact the Clerk Hard copy – contact the Clerk	Free *10p per A4 sheet *10p per A4 sheet Free *10p per A4 sheet *10p per A4 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	<p style="text-align: center;">Under review to be updated.</p>	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Not available.	
Records management policies (records retention, destruction and archive)	Hard copy contact the Clerk	*10p per A4 sheet
Data protection policies Registered under Data Protection Act 1998	Hard copy contact the Clerk	*10p per A4 sheet
Schedule of charges (for the publication of information)	Hard copy contact the Clerk	*10p per A4 sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)	Clerk email clerk@caytonparishcouncil.gov.uk	*10p per A4 sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(for inspection only)	
Assets Register	(for inspection only)	
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)	Not available.	
Register of members' interests	On website for each Councillor	Free
Register of gifts and hospitality	(for inspection only)	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses if available) Current information only (hard copy or website; some information may only be available by inspection)	Clerk email clerk@caytonparishcouncil.gov.uk Website www.caytonparishcouncil.gov.uk	
Allotments	Hard Copy – contact the Clerk	*10p per A4 sheet
Cemetery and closed churchyard	Hard copy – contact the Clerk	*10p per A4 sheet
Jubilee Hall	Hard copy – contact the Clerk	*10p per A4 sheet

Parks, playing fields and recreational facilities	Hard copy – contact the Clerk	*10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact the Clerk	*10p per A4 sheet
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	For inspection only contact the clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact the Clerk	*10p per A4 sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Clerk email caytonparish@btconnect.com Website www.caytonparish.org.uk	
Half yearly newsletter – “Cayton Parish News” limited availability of editions;	Hard copy – contact the Clerk	Free Photocopies of back issues *10p per A4 sheet.

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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
	Website	Free of charge although the user would have to meet any charges by the Internet Service Provider and personal printing costs.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority