

Information available from SHERBURN PARISH COUNCIL under the Model Publication Scheme. Effective from October 26th 2009.

Class 1 - Who we are and what we do. (Organisational information, structures, locations and contacts.)	How the information can be obtained. (Parish notice board, hard copy or web site)	Cost.
Who is who on the Council and its' committees.	Noticeboard Website.	
Contact details for the Parish Clerk and Council members	Noticeboard/website for Clerk. Councillors via Clerk	
Location of office and accessibility details	Noticeboard, web site By prior appointment (private house)	
Staffing structure.	Web site.	

Class 2 – What we spend and how we spend it. (Financial information relating to projected and actual income and expenditure and financial audit. Current and previous financial year only.		
	Available via the web site (minutes) Hard copy	Free 10p a sheet.
Annual return form and report by auditor	Web site.	Free
Financial Standing Orders and Regulations	**Hard copy only**	10p a sheet.
Precept		
Grants given and received		

Class 3 – what our priorities are and how we are doing. (strategies, plans, performance indicators, audits, inspections and reviews.		
	Available via website Hard copy	Free 10p a sheet.
Parish Plan		
Annual Report to the Parish Assembly.		
Quality status	Not a Quality Council.	

Class 4 - How we make decisions. (Decision making processes and records of decisions)	Available via website	Free
	Hard copy	10p a sheet.
Timetable of meetings	Website Noticeboard	
Agendas of meetings	Website Noticeboard	
Minutes of meetings	Website Hardcopy	Free 10p a sheet
Reports presented to Council	Within the minutes	
Responses to consultation papers	Within the minutes	
Responses to planning applications	Within the minutes.	

Class 5 – Our policies and procedures. (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy	10p a sheet.
Policies and procedures for the conduct of council business. Procedural standing orders Code of Conduct.		
Policies and procedures for the provision of services. Policy for handling requests for information. Document Retention Policy Data Protection Policy Grants Policy.	Web site & hard copy.	
Complaints procedure.	By appointment with the Clerk	

Class 6 – Lists and registers. (currently maintained lists and registers only)	Hard copy or available by inspection via appointment with the Clerk	
Asset Register	Hard copy	10p a sheet.
Register of Members Interests.	Held by Ryedale District Council	
Register of gifts and hospitality	Held by Ryedale District Council	

Class 7 – The services we offer. Information about our services, leaflets, guidance and newsletters.	Hard copy only	10p a sheet.
Allotments		
Seating, litter bins, street lighting, Memorials.		
Playing fields and parks		
Village halls.		
Agency agreements.		

**Contact details:-
Clerk to the Council.
Margaret Walker,
Laburnum Cottage,
18a St Hilda's St.
Sherborn,
Malton.
YO17 8PG**

SCHEDULE OF CHARGES.

Type of Charge	Description	Basis of Charge.
Disbursement cost	Photocopying @ 10p a sheet	Actual cost
	Postage	Actual cost 2 nd class Royal mail.
Other.	Research fee for retrieval of material which has been archived.	Hourly rate of pay for Clerk