

Sherburn Parish Council

www.sherburnparishcouncil.org.uk
Email: sherburnpcclerk@outlook.com

Publication Scheme

Information available from Sherburn Parish Council under the Model Publication Scheme.

Effective from 26th October 2009

Class 1

Who We Are And What We Do	How The Information Can Be Obtained	Cost £
Who is who on the Council and it's committees	Noticeboard Website	
Contact details for the Parish Clerk and Councillors	Clerk – Noticeboard & Website Councillors – Via The Clerk	
Location of office and accessibility issues	Noticeboard and Website	
Staffing Structure	Website	

Class 2

What We Spend & How We Spend It	How The Information Can Be Obtained	Cost £
Strategies, plans, performance indicators, audits, inspections and reviews	Website Paper Copy	0.10 per sheet
Annual return form and report by Auditor	Website	
Financial Standing Orders and Regulations	Paper Copy	0.10 per sheet
Precept		
Grants Awarded	Website	

Class 3

What Our Priorities Are And How We Are Doing	How The Information Can Be Obtained	Cost £
Strategies, plans, performance indicators, audits, inspections and reviews	Website Paper Copy	0.10 per sheet
Parish Plan		
Annual Report to the Parish Assembly		
Quality Status	N/A	

Class 4

How We Make Decisions	How The Information Can Be Obtained	Cost £
Decision making processes and record of decisions	Website Paper Copy	0.10 per sheet
Timetable of meetings	Website Noticeboard	
Agenda of meetings	Website Noticeboard	
Minutes of meetings	Website Paper Copy	0.10 per sheet
Reports presented to Council	Contained Within Minutes	
Responses to consultation papers	Contained Within Minutes	
Responses to planning applications	Contained Within Minutes	

Class 5

Our Policies And Procedures	How The Information Can Be Obtained	Cost £
Current written protocols, policies and procedures for delivering our services and responsibilities	Paper Copy	0.10 per sheet
Policies and procedures for the conduct of Council business – Procedural Standing Orders And Code Of Conduct		
Policies and procedures for the provision of services, handling requests for information, document retention, Data Protection and Grants.	Website Paper Copy	0.10 per sheet
Complaints Procedure	By appointment with the Clerk	

Class 6

Lists And Registers	How The Information Can Be Obtained	Cost £
Currently maintained lists and registers only	Paper Copy	0.10 per sheet
Asset Register	Paper Copy	0.10 per 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	How The Information Can Be Obtained	Cost £
Information about our services, leaflets, guidance and newsletters	Paper Copy	0.10 per sheet
Allotments	N/A	
Seating, litter bins, street lighting and memorials		
Playing Fields	Sherburn Playing Fields Association	
Village Halls	Sherburn Village Hall Committee	
Agency Agreements		

Contact Details

Sherburn Parish Clerk
Sherburn Parish Council
26 Pomona Way
Driffield
East Yorkshire
YO25 6YH

Email: sherburnpcclerk@outlook.com

Schedule Of Charges

Type Of Charge	Description	Basis Of Charge
Disbursement Cost	Photocopying / Printing @ 0.10 per sheet	Actual Cost
	Postage	Actual Cost Of 2 nd Class Post
Other	Research fee for retrieval of material which has been archived	Hourly rate of pay for the Clerk