

# Hampsthwaite Parish Council

## Information available from Hampsthwaite Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Information available on Hampsthwaite Parish Council's website: <a href="http://www.hampsthwaite-pc.org.uk">www.hampsthwaite-pc.org.uk</a> Further information can be obtained from the Parish Clerk.	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.
Contact details for Parish Clerk and Council members	<a href="mailto:hampsthwaitepc@outlook.com">hampsthwaitepc@outlook.com</a>	
Location of main Council office and accessibility details	N/A	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum Annual return form and report by auditor Budget Financial Regulations	Information available on Hampsthwaite Parish Council's website: <a href="http://www.hampsthwaite-pc.org.uk">www.hampsthwaite-pc.org.uk</a> Further information can be obtained from the Parish Clerk Email: <a href="mailto:hampsthwaitepc@oulook.com">hampsthwaitepc@oulook.com</a>	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.

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<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, audits, and reviews)</p> <p>Current and previous year as a minimum</p> <p>Parish Plan (current and previous year as a minimum) Annual Report to Parish or Meeting (current and previous year as a minimum) Local charters drawn up in accordance with DCLG guidelines</p>	<p>Information available on Hampsthwaite Parish Council's website: <a href="http://www.hampsthwaite-pc.org.uk">www.hampsthwaite-pc.org.uk</a> Further information can be obtained from the Parish Clerk Email: <a href="mailto:hampsthwaitepc@outlook.com">hampsthwaitepc@outlook.com</a></p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.</p>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) Agendas of meetings (as above) Minutes of meetings (as above) Reports presented to council meetings Responses to planning applications</p>	<p>Information available on Hampsthwaite Parish Council's website: <a href="http://www.hampsthwaite-pc.org.uk">www.hampsthwaite-pc.org.uk</a> Further information can be obtained from the Parish Clerk Email: <a href="mailto:hampsthwaitepc@oulook.com">hampsthwaitepc@oulook.com</a></p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.</p>
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>Information available on Hampsthwaite Parish Council's website: <a href="http://www.hampsthwaite-pc.org.uk">www.hampsthwaite-pc.org.uk</a> Further information can be</p>	<p>Electronic Copies free of charge. Hard</p>

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<p>Policies and procedures for the conduct of council business:  Procedural standing orders  Code of Conduct  Policy statements</p>	<p>obtained from the Parish Clerk  Email:  <a href="mailto:hampsthwaitepc@outlook.com">hampsthwaitepc@outlook.com</a></p>	<p>Copies charged at £0.10 per A4 copy.</p>
<p>Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy  Health and safety policy  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Information available on Hampsthwaite Parish Council's website: <a href="http://www.hampsthwaite-pc.org.uk">www.hampsthwaite-pc.org.uk</a>  Further information can be obtained from the Parish Clerk  Email:  <a href="mailto:hampsthwaitepc@outlook.com">hampsthwaitepc@outlook.com</a></p>	<p>Electronic Copies free of charge.  Hard Copies charged at £0.10 per A4 copy.</p>
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only  Any publicly available register or list (if any are held this should be publicised; mainly existing access provisions will suffice)  Assets register  Disclosure log (indicating the information that has been provided in response to requests; may not be held by parish councils)  Register of members' interests</p>	<p>Information available on Hampsthwaite Parish Council's website: <a href="http://www.hampsthwaite-pc.org.uk">www.hampsthwaite-pc.org.uk</a>  Further information can be obtained from the Parish Clerk  Email:  <a href="mailto:hampsthwaitepc@outlook.com">hampsthwaitepc@outlook.com</a></p>	<p>Electronic Copies free of charge.  Hard Copies charged at £0.10 per A4 copy.</p>
<p><b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	<p>Information available on Hampsthwaite Parish Council's website: <a href="http://www.hampsthwaite-pc.org.uk">www.hampsthwaite-pc.org.uk</a>  Further information can be obtained from the Parish Clerk  Email:  <a href="mailto:hampsthwaitepc@outlook.com">hampsthwaitepc@outlook.com</a></p>	<p>Electronic Copies free of charge.  Hard Copies charged at £0.10 per</p>

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## Contact details:

Samantha Price, Parish Clerk

Email: [hampsthwaitepc@outlook.com](mailto:hampsthwaitepc@outlook.com)

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class