

# Hampsthwaite Parish Council

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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</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.</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.</p>
<p>Contact details for Parish Clerk and Council members</p>	<p><a href="mailto:Clerk@hampsthwaite-pc.org.uk">Clerk@hampsthwaite-pc.org.uk</a></p>	
<p>Location of main Council office and accessibility details</p>	<p>N/A</p>	
<p><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</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:Clerk@hampsthwaite-pc.org.uk">Clerk@hampsthwaite-pc.org.uk</a></p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 copy.</p>

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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:Clerk@hampsthwaite-pc.org.uk">Clerk@hampsthwaite-pc.org.uk</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:Clerk@hampsthwaite-pc.org.uk">Clerk@hampsthwaite-pc.org.uk</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:Clerk@hampsthwaite-pc.org.uk">Clerk@hampsthwaite-pc.org.uk</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:Clerk@hampsthwaite-pc.org.uk">Clerk@hampsthwaite-pc.org.uk</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:Clerk@hampsthwaite-pc.org.uk">Clerk@hampsthwaite-pc.org.uk</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:Clerk@hampsthwaite-pc.org.uk">Clerk@hampsthwaite-pc.org.uk</a></p>	<p>Electronic Copies free of charge.          Hard Copies charged at £0.10 per</p>

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## Contact details:

Rebecca Crabtree, Parish Clerk

Email: [Clerk@hampsthwaite-pc.org.uk](mailto:Clerk@hampsthwaite-pc.org.uk)

## SCHEDULE OF CHARGES

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