

# INFORMATION AVAILABLE FROM FILEY TOWN COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Reviewed May 2021, May 2022 Next Reviewed May 2023

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST *10p per A4 sheet (black/white) *20p per A4 sheet (colour)
<p><b>CLASS1 - WHO WE ARE AND WHAT WE DO</b> (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 e-mail address <a href="mailto:mail@fileytowncouncil.co.uk">mail@fileytowncouncil.co.uk</a></p> <p>Website <a href="http://www.fileytowncouncil.co.uk">www.fileytowncouncil.co.uk</a></p>	
Who's who on the Council and its Committees	Website Hard copy - contact the Clerk	Free *10p/20p per A4 sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy - contact the Clerk	Free *10p/20p per A4 sheet
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<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)</p> <p>Current and previous financial year as a minimum</p>	<p>Clerk e-mail address <a href="mailto:mail@fileytowncouncil.co.uk">mail@fileytowncouncil.co.uk</a></p> <p>Website <a href="http://www.fileytowncouncil.co.uk">www.fileytowncouncil.co.uk</a></p>	
Annual return form and report by auditor	Hard copy - contact the Clerk Website	*10p/20p per A4 sheet Free
Finalised budget	Hard copy - contact the Clerk Website	*10p/20p per A4 sheet

Precept	Hard copy - contact the Clerk Website	*10p/20p per A4 sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy - contact the Clerk Website	*10p/20p per A4 sheet
Grants given and received	Hard copy - contact the Clerk Website	*10p/20p per A4 sheet
List of current contracts awarded and value of contract	Hard copy - contact the Clerk Website	*10p/20p per A4 sheet
Members' allowances and expenses	Hard copy - contact the Clerk	*10p/20p per A4 sheet
<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Clerk e-mail address <a href="mailto:mail@fileytowncouncil.co.uk">mail@fileytowncouncil.co.uk</a>  Website <a href="http://www.fileytowncouncil.co.uk">www.fileytowncouncil.co.uk</a>	
Parish Plan (current and previous year as a minimum)	Hard copy - contact the Clerk	*10p/20p per A4 sheet (large colour document)
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy - contact the Clerk Web site	£2.50 Free
Quality status	Website Hard copy for inspection - contact the Clerk	
Local charters drawn up in accordance with DCLG guidelines (Draft Charter only)	Website Hard copy for inspection - contact the Clerk	
<b>CLASS 4 – HOW WE MAKE DECISIONS</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Clerk e-mail address <a href="mailto:mail@fileytowncouncil.co.uk">mail@fileytowncouncil.co.uk</a>  Website <a href="http://www.fileytowncouncil.co.uk">www.fileytowncouncil.co.uk</a>	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy - contact the Clerk	Free *10p/20p per A4 sheet
Agendas of meetings (as above)	Website Hard copy - contact the Clerk Hard copy - contact the Clerk Town Council Notice Board	Free *10p/20p per A4 sheet Free if attending meetings Free
Minutes of meetings (as above) (NB this will exclude information that is properly regarded as private to the meeting)	Website Hard copy - contact the Clerk Inspection at Town Council Offices during office hours (9am-12.30pm & 1.30pm – 4pm or by arrangement with the Clerk	Free *10p/20p per A4 sheet
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/20p per A4 sheet
Responses to consultation papers	Website (Summary of Consultations) Hard copy - contact the Clerk	*10p/20p per A4 sheet
Responses to planning applications	Website (Planning Committee Minutes) Hard copy - contact the Clerk	*10p/20p per A4 sheet
Bye-laws	Hard copy - contact the Clerk	*10p/20p per A4 sheet
<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Clerk e-mail address <a href="mailto:mail@fileytowncouncil.co.uk">mail@fileytowncouncil.co.uk</a>  Website <a href="http://www.fileytowncouncil.co.uk">www.fileytowncouncil.co.uk</a>	
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 Council Policies and Procedures	Website Hard copy - contact the Clerk	*10p/20p per A4 sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and Safety policy  Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website  Hard copy - contact the Clerk</p>	<p>*10p/20p per A4 sheet</p>
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	<p>Website  Hard Copy – contact the Clerk</p>	<p>*10p/20p per A4 sheet</p>
Schedule of charges (for the publication of information)	<p>Website  Hard copy - contact the Clerk</p>	<p>*10p/20p per A4 sheet  Free</p>
<p><b>CLASS 6 – LISTS AND REGISTERS</b></p> <p>Currently maintained lists and registers only  (Hard copy or website; some information may only be available by inspection)</p>	<p>Clerk e-mail address  <a href="mailto:mail@fileytowncouncil.co.uk">mail@fileytowncouncil.co.uk</a></p> <p>Website  <a href="http://www.fileytowncouncil.co.uk">www.fileytowncouncil.co.uk</a></p>	
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)	(for inspection only)	
Register of members' interests	Website	
Register of gifts and hospitality	Website	
<p><b>CLASS 7 – THE SERVICES WE OFFER</b></p>	Clerk e-mail address	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only (Hard copy or website; some information may only be available by inspection)	<a href="mailto:mail@fileytowncouncil.co.uk">mail@fileytowncouncil.co.uk</a>  Website <a href="http://www.fileytowncouncil.co.uk">www.fileytowncouncil.co.uk</a>	
Allotments	N/A	
Burial grounds and closed churchyards	Hard copy - contact the Clerk (some information available for inspection only)	*10p/20p per A4 sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard copy - contact the Clerk	*10p/20p per A4 sheet
Bus shelters	Hard copy - contact the Clerk	*10p/20p per A4 sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	(for inspection only)	*10p/20p per A4 sheet
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/20p per A4 sheet
<b>ADDITIONAL INFORMATION</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Clerk e-mail address <a href="mailto:mail@fileytowncouncil.co.uk">mail@fileytowncouncil.co.uk</a>  Website <a href="http://www.fileytowncouncil.co.uk">www.fileytowncouncil.co.uk</a>	
Quarterly Newsletter	Website Hard copy - contact the Clerk	Free *10p/20p per A4 sheet
Town Guide	Website Hard copy - contact the Clerk	Free + £2.00 postage
Town Map	Website Hard copy - contact the Clerk	Free + 2 <sup>nd</sup> class postage

## CONTACT DETAILS:

**Mr David Liddle  
Town Clerk  
Filey Town Council  
Council Offices  
52A Queen Street  
FILEY  
YO14 9HE**

**Tel 01723 514498**

**Email: [mail@fileytowncouncil.co.uk](mailto:mail@fileytowncouncil.co.uk)**

## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	*Actual cost
	Photocopying @ 20p per sheet (colour)	*Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Website	Free of charge although the user would have to meet any charges by the Internet Service Provider and personal printing costs
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

Reviewed 6 May 2020

Next Review May 2021