



Information available from SITLINGTON PARISH COUNCIL under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>H – hard copy on request W – website NB – noticeboard E – email on request</p>	10p per sheet
Who's who on the Council and its Committees	H W	10p per sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	H W	10p per sheet Free
Location of main Council office and accessibility details	H W	10p per sheet Free
Staffing structure	H W	10p per sheet Free
<p>Class 2 – What we spend and how we spend it (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>		
Annual return form and report by auditor	H W	10p per sheet Free
Finalised budget	H E	10p per sheet Free
Precept – details of	H W	10p per sheet Free
Borrowing Approval letter	H	10p per sheet

Sitlington Parish Council

Financial Standing Orders and Regulations	H W	10p per sheet Free
Grants given and received	H	10p per sheet
List of current contracts awarded and value of contract	Available for inspection by appointment at time of audit	
Members' allowances and expenses	Available for inspection by appointment at time of audit	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	H W	10p per sheet Free
Annual Report to Parish Meeting (current and previous year as a minimum)	H W E	10p per sheet Free Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	H W	10p per sheet Free
Agendas of meetings (as above) (It is also possible for members of the public to be included on an e-mailing list to receive each Council and/or Committee agenda as they are published. Please send your email address with your request to the Clerk)	H W E	10p per sheet Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	H W E	10p per sheet Free Free
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	H	10p per sheet
Responses to consultation papers	H - on request following approval of response by Council	10p per sheet
Responses to planning applications	H WMDC Planning Portal website	10p per sheet Free
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>H + W + E H + W + E H + E H + E H + E</p>	<p>10p per sheet for hard copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Freedom of Information procedures</p>	<p>Email or hard copy where available</p>	<p>10p per sheet for hard copy</p>
<p>Information security policy</p>	<p>Regular back up of electronic information on external hard drive stored away from office; also on cloud storage.</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Following is kept by Clerk: Minutes of meetings Financial information Insurance Information Correspondence</p>	
<p>Data protection policy</p>	<p>H W</p>	<p>10p per sheet Free</p>
<p>Schedule of charges (for the publication of information)</p>	<p>H</p>	<p>10p per sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Assets register</p>	<p>Available for inspection by appointment at time of audit</p>	

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)	N/A	
Register of members' interests	H W	10p per sheet Free
Register of gifts and hospitality	Contact Clerk	
Class 7 – The services we offer (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)	
Allotments	Contact Clerk	
Burial grounds	Contact Clerk	
Netherton Village Hall	Contact Clerk	
Recreational facilities	Contact Clerk	
Seating and memorials	Contact Clerk	
Bus shelters	Contact Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees <ul style="list-style-type: none"> • Burial fees • Allotment fees • Parking at Pinfold 	H W E	10p per sheet Free Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Julia Talbot , Parish Clerk, Sitlington Parish Council, Stevenson House, 139 Netherton Lane, Netherton, Wakefield, West Yorkshire
WF4 4HQ
Tel: 01924 261481 or 07771 113280
Email: clerk@sitlingtonparishcouncil.gov.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
Disbursement cost	Photocopying @ 10p per sheet	Actual cost based on material costs
	Documents sent by email	Free of charge
	Postage	Actual cost of Royal Mail standard 2 nd class