

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

Information to be published	How the information can be obtained	Cost
<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>	Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	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>		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish	Website	Free
Annual Governance & Accountability Return	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above) – current meeting	Current meeting – website Older – request to Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Current meeting – website Older – request to Clerk	Free
Responses to consultation papers	Request to Clerk	Free
Responses to planning applications	Available via ERYC Public Access	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:	Website	Free
Procedural standing orders Delegated authority in respect of officers		

Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  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)	Website	Free
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only		
Assets Register	Website	Free
Register of members' interests	Website/ ERYC Website	Free
Register of gifts and hospitality	Website	Free

**Contact details:**

Jeremy Sherlock  
Parish Clerk,  
2 Seward Close,  
Market Weighton,  
YO43 3FY

clerk.goodmanhampc@live.co.uk  
07981 371937

## SCHEDULE OF CHARGES

These charges will apply if hard copies of documents are requested. Email copies of documents can be provided free of charge on request to the Clerk.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority