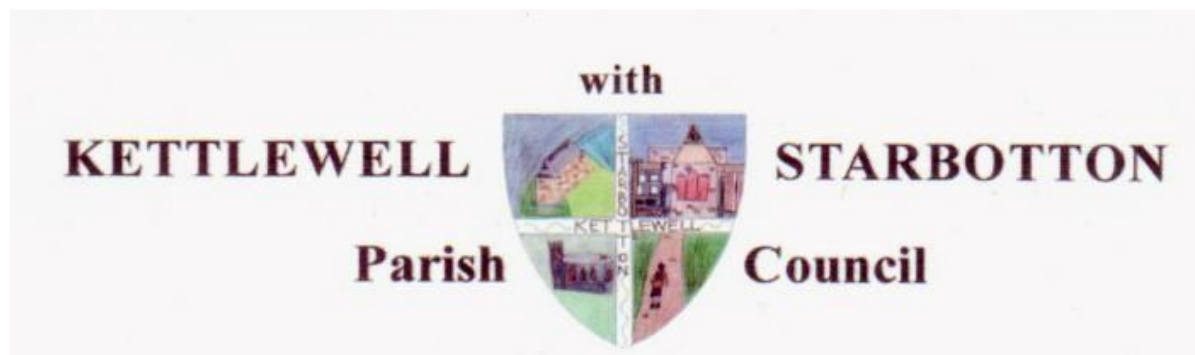




Information available from Kettlewell with Starbottan Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website: To be confirmed Email: Kettlewellstarbottanclerk@gmail.com	
Who's who on the Council and its Committees	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Location of main Council office and accessibility details	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>

Information to be published	How the information can be obtained	Cost
Staffing structure	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Finalised budget	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Precept	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Borrowing Approval letter		<i>N/A</i>
Financial Standing Orders and Regulations	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Grants given and received	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
List of current contracts awarded and value of contract	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Members' allowances and expenses	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>

Information to be published	How the information can be obtained	Cost
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)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
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)	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Agendas of meetings (as above)	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>

Information to be published	How the information can be obtained	Cost
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Responses to consultation papers	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Responses to planning applications	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Bye-laws	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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 Policy statements	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Policies and procedures for the provision of services and about the employment of staff:	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>

Information to be published	How the information can be obtained	Cost
Internal instructions to staff and 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)		
Information security policy	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Records management policies (records retention, destruction and archive)	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Data protection policies	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Schedule of charges (for the publication of information)	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Assets register	Hard copy – contact the clerk	<i>10p per sheet</i>

Information to be published	How the information can be obtained	Cost
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)	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Register of members' interests	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Register of gifts and hospitality	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Seating, litter bins, clocks, memorials and lighting	Website Hard copy – contact the clerk	<i>Free</i> <i>10p per sheet</i>
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	

Information to be published	How the information can be obtained	Cost
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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 Clerk to the Council
 Kettlewell with Starborton Parish Council
 C/O 6 Kent Avenue
 Silsden,
 Keighley,
 West Yorkshire
 BD20 0BU
 Tel: 07859 460535
 Email: kettlewellstarbortonclerk@gmail.com

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	<i>BASIS OF CHARGE</i>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	<i>Actual cost *</i>
	Photocopying @ 50p per sheet (colour)	<i>Actual cost</i>
	Postage	<i>Actual cost of Royal Mail standard 2nd class</i>
Statutory Fee		<i>In accordance with the relevant legislation (quote the actual statute)</i>
Other		

* the actual cost incurred by the public authority

Date adopted by the Council: 1st February 2023