

Information available from Felliscliffe 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 Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy or eCopy from Clerk, Felliscliffe Parish Council Website</p>	<p>Hard copy as below per sheet</p>
<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>		
<p>Annual return form and report by auditor</p>	<p>Hard copy or eCopy from Clerk Felliscliffe Parish Council Website</p>	<p>Hard copy as below per sheet</p>
<p>Finalised budget</p>	<p>Hard copy or eCopy from Clerk Felliscliffe Parish Council Website</p>	<p>Hard copy as below per sheet</p>
<p>Precept</p>	<p>Issued annually with annual Council Tax statement from Harrogate Borough Council</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy or eCopy from Clerk Felliscliffe Parish Council Website</p>	<p>Hard copy as below per sheet</p>
<p>Grants given and received</p>	<p>Included within budget above</p>	
<p>Class 3 – What our priorities are and how we are doing Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Hard copy or eCopy from Clerk Felliscliffe Parish Council Website</p>	<p>Hard copy as below per sheet</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Agendas of meetings (as above)</p>	<p>Hard copy or eCopy from Clerk Felliscliffe Parish Council Website</p>	<p>Hard copy as below per sheet</p>
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy or eCopy from Clerk Felliscliffe Parish Council Website</p>	<p>Hard copy as below per sheet</p>

Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy or eCopy from Clerk Felliscliffe Parish Council Website	Hard copy as below per sheet
Responses to consultation papers	Where applicable, Hard copy or eCopy from Clerk Felliscliffe Parish Council Website	Hard copy as below per sheet
Responses to planning applications	Included within the minutes of meetings	
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 Code of Conduct	Hard copy or eCopy from Clerk Felliscliffe Parish Council Website	Hard copy as below per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or eCopy from Clerk Felliscliffe Parish Council Website	Hard copy as below per sheet
Data Protection Policy	Hard copy or eCopy from Clerk Felliscliffe Parish Council Website	Hard copy as below per sheet
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	By inspection only by appointment with the Clerk Felliscliffe Parish Council Website	
Register of members' interests	Held by Harrogate Borough Council Felliscliffe Parish Council Website	
Register of gifts and hospitality	By inspection only by appointment with the Clerk Felliscliffe Parish Council Website	

Contact details: Email – clerk@felliscliffepc.org.uk

Suzie Cree
Clerk to the Council

SCHEDULE OF CHARGES

Sections 9 and 13 of the Freedom of Information Act allow public authorities to charge for answering requests in certain cases.

The Act provides for public authorities to either charge for or decline requests for information that would cost a public authority either more than £600 for central government or £450 for other public authorities such as Felliscliffe Parish Council to deal with the request.

This is referred to as the appropriate limit. Public authorities are required to estimate whether a request is likely to breach the 'appropriate limit'.

In assessing whether the appropriate limit will be exceeded Felliscliffe PC will take into account the following activities:

- determining whether it holds the information requested
- locating the information or documents containing the information
- retrieving such information or documents
- extracting the information from the document or other information source containing both it and other material not relevant to the request.

Felliscliffe PC will use £25 per hour of staff time together with the schedule of fees below.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* The actual cost incurred by Felliscliffe Parish Council