

**Information available from KIRKBURTON PARISH COUNCIL under the Model Publication Scheme 2009**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
<p>Who's who on the Council and its Committees</p>	<p>Website Hard copy on request</p>	<p>Free 10p/sheet + postage</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used).</p>	<p>Website Hard copy on request</p>	<p>Free 10p/sheet + postage</p>
<p>Location of main Council office and accessibility details</p>	<p>Website Email Hard copy on request</p>	<p>Free 10p/sheet + postage</p>
<p>Staffing structure</p>	<p>Website Hard copy on request</p>	<p>Free 10p/sheet + postage</p>
<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>Annual return form and report by auditor</p>	<p>Hard copy on request</p>	<p>10p/sheet + postage</p>
<p>Finalised budget</p>	<p>Website Hard copy on request</p>	<p>Free 10p/sheet + postage</p>
<p>Precept (Information appears in the budget and the Council minutes, usually the December Council minutes)</p>	<p>Website – as noted opposite By email on request Hard copy on request</p>	<p>Free Free 10p/sheet + postage</p>
<p><del>Borrowing Approval Letter</del></p>		
<p>Financial Standing Orders and Regulations</p>	<p>Website Hard copy on request</p>	<p>Free 10p/sheet + postage</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Grants given and received (information appears in the minutes, and also in the annual report for the relevant financial year.)	Website Email on request Hard copy on request	Free Free 10p/sheet + postage
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	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<del>Parish Plan (current and previous year as a minimum)</del>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy on request	Free 10p/sheet + postage
<del>Quality status</del>		
Local charters drawn up in accordance with DCLG guidelines	Website Hard copy on request	Free 10p/sheet + postage
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy on request	Free 10p/sheet + postage

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p>Agendas of meetings (Council, any committee/sub-committee meetings and parish meetings)</p> <p>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.</p>	<p>Website Email on request Hard copy on request</p> <p>On display in libraries of Kirkburton, Kirkheaton, Lepton &amp; Shepley. On noticeboards at: Burton Village Hall, Farnley Tyas, Flockton, Grange Moor, Highburton, Kirkburton, Shelley, Shepley, Stocksmoor, Thurstonland, and in the post offices of Flockton &amp; Grange Moor.</p>	<p>Free Free 10p/sheet + postage</p>
<p>Minutes of meetings (as above). NB These will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Email on request Hard copy on request Noticeboard in Burton Village Hall At the libraries of Kirkburton, Kirkheaton, Lepton &amp; Shepley.</p>	<p>Free Free 10p/sheet + postage</p> <p>May be photocopied at usual library cost (where the facility is available)</p>
<p>Reports presented to Council meetings. NB These will exclude information that is properly regarded as private to the meeting.</p>	<p>Email as below. Hard copy on request following approval of Committee minutes.</p>	<p>Free 10p/sheet + postage</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Responses to consultation papers	Email as below Hard copy on request following approval of response by Council	Free 10p/sheet + postage
Responses to planning applications (contained within the minutes)	Website Email Hard copy on request	Free Free 10p/sheet + postage
<del>Bye Laws</del>		
<b>Class 5 – Our policies and procedures</b> (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 (contained within the Procedural standing orders)	Website Email on request Hard copy on request  Website Email on request Hard copy on request  Website Email on request Hard copy on request	Free Free 10p/sheet + postage  Free Free 10p/sheet + postage  Free Free 10p/sheet + postage

Information to be published	How the information can be obtained	Cost
Code of Conduct	Website Email on request Hard copy on request	Free Free 10p/sheet + postage
Policy statements	Website Email on request Hard copy on request	Website Free 10p/sheet + postage
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p><del>Internal policies relating to the delivery of services</del></p> <p><del>Equality and diversity policy</del></p> <p><del>Recruitment policies (including current vacancies)</del></p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website Email on request Hard copy on request</p> <p>Website Email on request Hard copy on request</p>	<p>Free Free 10p/sheet + postage</p> <p>Free Free 10p/sheet + postage</p>
<del>Information security policy</del>		
<del>Records management policy</del>		
<del>Data protection policy</del>		
Schedule of charges for the publication of information	Website By email Hard copy on request	Free Free 10p/sheet + postage
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>		

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing provisions will suffice).		
Assets Register	Available for inspection by appointment at time of audit	
<del>Disclosure log</del> (indication the information which has been provided in response to requests; recommended as good practice, but may not be held by parish councils).		
Register of members' interests	Website Hard copy on request	Free 10p/sheet + postage
Register of gifts and hospitality	By inspection on appointment with the Clerk	
<b>Class 7 – The services we offer</b> (Information about services we offer, including guidance and newsletters produced for the public and businesses)  Current information only		
Allotments	Website By email on request Hard copy on request	Free Free 10p/sheet + postage
<del>Burial Grounds and closed churchyards</del>	By email on request Hard copy	Free 10p/sheet + postage
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Community centres and village halls	Website By email on request Hard copy on request	Free Free 10p/sheet + postage

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<del>Parks, playing fields and recreational facilities</del>		
<del>Seating, litter bins, clocks, memorials and lighting</del>		
<del>Bus shelters</del>		
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees, (eg burial fees)</del>		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		
Quarterly newsletters	Website Noticeboards (space permitting) Distributed to libraries, village halls, medical centres, post offices and various shops. Hard copy on request Email copy on request	Free Free  10p/sheet + postage Free
Annual Report	Website Distributed to libraries, village halls, medical centres, post offices and various shops. Hard copy on request Email copy on request	Free Free  10p/sheet + postage Free
Aims & Objectives	Website Hard copy on request	Free 10p/sheet + postage
Environment Plan	Website Hard copy on request	Free 10p/sheet + postage

Requests for information are accepted by telephone, letter or email. The information will be supplied either as a hard copy or electronically, according to the applicant's wishes and the availability of the documents required.

**Contact Details:**     **Clerk to the Council**  
**Mrs A Royle**  
**Burton Village Hall**  
**Northfield Lane**  
**Highburton**  
**Huddersfield HD8 0QT**  
**Tel and Fax: 01484 604391**  
**Email: [clerk@kbpc.co.uk](mailto:clerk@kbpc.co.uk)**  
**Website: [www.kbpc.co.uk](http://www.kbpc.co.uk)**

### Schedule of Charges

This describes how the charges have been arrived at and is published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement</b>	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		
The Council reserves the right to waive charges of less than £25. There will be no charge for electronically transmitted information.		