

# Marton-cum-Grafton Parish Council

## Information available under the publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> Who's who on the Council Contact details for Parish Clerk and Council Members	Website Hard copy (per sheet)	<i>Free</i> <i>10p</i>
<b>Class 2 – What we spend and how we spend it</b> Annual return form and auditors report Finalised budget and notification of precept Financial Standing Orders Grants given and received List of current contracts awarded and value of contract (as applicable)	Website (some items) Hard copy (per sheet)	<i>Free</i> <i>10p</i>
<b>Class 3 – What our priorities are and how we are doing</b> Annual Report	Website Hard copy (per sheet)	<i>Free</i> <i>10p</i>
<b>Class 4 – How we make decisions</b> Timetable of meetings Agendas of meetings Responses to consultation papers Responses to planning applications (in Minutes) Reports presented to council meetings (in Minutes) - NB this will exclude information that is properly regarded as private to the meeting	Website Notice boards Hard copy (per sheet)	<i>Free</i> <i>10p</i>
Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting	As above	

<p><b>Class 5 – Our policies and procedures</b>  <b>Policies and procedures for the conduct of council business</b>                  Standing Orders</p>	<p>Website                  Hard copy (per sheet)</p>	<p><i>Free</i>  <i>10p</i></p>
<p><b>Policies and procedures for the provision of services and about the employment of staff:</b>                  Internal policies relating to the delivery of services                  Equality and diversity policy                  Health and safety policy                  Recruitment policies                  Policies and procedures for handling requests for information                  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>As above                  where policies exist</p>	
<p><b>Other Policies</b>                  Information security policy                  Records management policies (records retention, destruction and archive)                  Data protection policies                  Schedule of charges (for the publication of information)                  E-mail usage                  Others that may be adopted</p>	<p>As above,                  where policies exist</p>	
<p><b>Class 6 – Lists and Registers</b>                  Asset Register                  Disclosure log (indicating the information that has been provided in response to requests)                  Register of members' interests</p>	<p>Website                  Hard copy (per sheet)</p>	<p><i>Free</i>  <i>10p</i></p>

<p><b>Class 7 – The services we offer</b>                  Information about the services we offer</p> <p>Playing fields and recreational facilities, outdoor classroom, seating, litter bins, church clock, audio visual equipment (village hall)</p>	<p>Website                  Hard copy (per sheet)</p>	<p><i>Free</i>  <i>10p</i></p>
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**Contact details:**

All requests for information should be made, in writing, to the Clerk to the Council  
 Wendy Bartlett, Rose Cottage, High Street, Whixley York YO26 8AW  
 Email: [pcclerk@marton-cum-grafton.org](mailto:pcclerk@marton-cum-grafton.org)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<p><b>Disbursement cost</b></p>	<p>Photocopying @ ..10p per sheet (black &amp; white)</p>	<p>Actual cost</p>
	<p>Postage</p>	<p>Actual cost of Royal Mail standard 2<sup>nd</sup> class</p>