

### Information available from Kirkbymoorside Town 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>	On the Home page select 'What we do' from the drop down list entitled 'About'	
Who's who on the council and its committees and working parties	<p>i) On the Home page select 'Councillors'</p> <p>ii) On the Home page select 'Agendas &amp; Minutes'</p> <p>Hard copies of all documents are available from the council office 9.30am-noon Tuesday to Friday.</p>	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Contact details for the town clerk and councillors (named contacts where possible with telephone number and email address (if used))	On the Home page select 'Councillors'	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Location of council office and accessibility details	<p>The Town Council office address and contact information is published on the Home page.</p> <p>Kirkbymoorside Town Council The Shambles Kirkbymoorside YO62 6AY Tel: 01751 432 217 Town.clerk@kirkbymoorsidetowncouncil.gov.uk</p>	
Staffing structure	No document available	

<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>i) The Asset Register and Budget can be accessed by selecting 'Financial' from the 'Reports &amp; Documents' drop down menu on the Home page.</p> <p>ii) Monthly Financial Reports are provided as supporting documents to each monthly agenda available by selecting 'Agendas &amp; Minutes' from the home page.</p> <p>iii) All financial decisions are recorded on the minutes.</p> <p>Hard copies of all documents are available from the council office 9.30am-noon Tuesday to Friday.</p>	
<p>Annual return form and opinion of External Auditor</p>	<p>Sections 1-4 of the Annual Return are published on the Home page.</p> <p>Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>
<p>Budget Summary</p>	<p>i) Budget summary can be accessed by selecting 'Financial' from the 'Reports &amp; Documents' drop down menu on the Home page.</p> <p>ii) Flexed Budget Summary is provided as supporting document to the agenda of all ordinary meetings assessed by selecting 'Agendas &amp; Minutes' from the Home page.</p> <p>Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>
<p>i) Precept</p>	<p>i) Recommendations relating to the precept are recorded in the minutes of the last Finance Committee meeting of the financial year.</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>

ii) Statement for the Billing Authority	ii) Decisions relating to the precept are recorded in the minutes of the next ordinary meeting. Details are available from the 'Agendas & Minutes' menu on the Home page. Hard copies of the relevant minute are available from the council office, 9.30am-noon, Tuesday to Friday.	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Select 'Financial Orders' from the 'Reports & Documents' drop down menu on the Home page. Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Grants given and received	i) All grant applications together with the respective supporting documents are linked to the Agenda of the meeting at which they are to be considered. ii) Decisions on grant applications are recorded in the Minutes of the same meeting. iii) All grant expenditure is recorded in the financial documents under the heading of 'Grants' also provided as supporting documents to the relevant agenda. Hard copies available from the Town Council office, 9.30am-noon, Tuesday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
List of current contracts awarded and value of contract	Not available.	
Members' allowances and expenses	The annual allowance for the Mayor is agreed at the May meeting. Details are recorded in the minutes assessed via the 'Agendas & Minutes' menu on the Home page.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.

	To date, no expenses have been claimed this financial year. It is rare that a member will claim expenses. For further information, please contact the council office.	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	'The Council's Priorities' are accessed by selecting 'Our Priorities' from the 'About' drop down menu on the Home page.	
Parish Plan (current and previous year as a minimum)	Not applicable.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	The Town Mayor's Annual Report is available via the link on the Home page under 'Annual Report'. Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.	
Quality status  The Quality status scheme has been replaced by the Local Councils Award Scheme.	No application has been made.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Annual Report	The Town Mayor's Annual Report is available via the link on the Home page under 'Annual Report'. Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Internal Audit Reports	Internal Audit Reports are available by clicking the 'Annual Return' link in the news article entitled 'Audited Accounts for Year End'. Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>i) A schedule of meetings is agreed at the March meeting and available as a supporting document to the same meeting. Please note that this schedule is subject to change. ii) Details of scheduled meetings are available via the Google Calendar on the Home page. Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>
<p>Agendas of meetings</p>	<p>Select 'Agendas &amp; Minutes' on the Home page. Select Agendas from the menu on the left of the page. Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>
<p>Minutes of meetings - n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Select 'Agendas &amp; Minutes' on the Home page. Select Minutes from the menu on the left of the page. Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Reports are provided as supporting documents to the agenda of the meeting at which they feature. Select 'Agendas &amp; Minutes' on the Home page. Select Agendas from the menu on the left of the page. Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>

Responses to consultation papers. NB The responses are incorporated in the Minutes.	Responses/observations made by the Town Council/Committees are recorded in the Minutes of the respective meeting. Select 'Agendas & Minutes' on the Home page. Select Minutes from the menu on the left of the page. Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Responses to planning applications	Observations made by the Planning Committee are recorded in the Minutes of the meeting at which the planning application has been considered. Select 'Agendas & Minutes' on the Home page. Select Minutes from the menu on the left of the page. Hard copies available from the council office, 9.30am-noon, Tuesday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Bye-laws	Not applicable.	
<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: i) Procedural standing orders	i) Select 'Standing Orders' from the 'Reports & Documents' drop down menu on the Home page	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.

<p>ii) Committee and working party terms of reference.</p> <p>iii) Delegated authority in respect of officers</p> <p>iv) Code of Conduct</p> <p>v) Policy statements</p>	<p>ii) The link to committee Terms of Reference is located under the 'Kirkbymoorside Town Council Documents' listing assessed by selecting 'Agendas &amp; Minutes' on the Home page.</p> <p>iii) No specific document available but see relevant sections in the council's Standing Orders and Financial Regulations.</p> <p>iv) Code of Conduct is accessed via the 'Governance' menu option listed under 'Reports &amp; Documents' on the Home page. A hard copy is available in the council office, 9.30am-noon, Tuesday to Friday.</p> <p>v) Select 'Policies' from the 'Reports &amp; Documents' drop down menu on the Home page.</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>i) Internal policies relating to the delivery of services</p>	<p>i) No formal policies as such. The service details in council contracts are provided as supporting documentation for the agenda at which the contract is considered. This information is assessed via 'Agendas &amp; Minutes' on the Home page. Please note that a tendering process for Contracts 2016-18 will be run in the Autumn 2015.</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>

<p>ii) Equality and diversity policy</p> <p>iii) Health and safety policy</p> <p>iv) Disciplinary and Grievance policy v) Sickness Absence policy vi) Dignity at Work policy</p> <p>vii) Policies and procedures for handling requests for information.</p> <p>viii) Abusive, persistent, vexatious complaints and complainants.</p>	<p>For matters relating to the cemetery, select 'Cemetery' from the 'Reports &amp; Documents' drop down menu on the Home page. Hard copies available in the Town Council office, 9.30am-noon, Tuesday to Friday.</p> <p>ii) No formal policies have been adopted.</p> <p>iii) No formal policy has been adopted. Contract documents cover relevant details. Hard copy available from the Town Council office.</p> <p>iv)– vi) No formal policies have been adopted.</p> <p>vii) All information is provided in Accordance with the Freedom of Information Act 2000, however please note minute 11280 of the meeting of the Town Council on 16 April 2012 wherein the Town Council agreed that anonymous requests for information were not compliant with the Freedom of Information Act and should not be responded to.</p> <p>viii) These are referred to the committee for whom the complaint is most appropriately directed as detailed in the Council's Policies Statement. Select 'Our Priorities' from the 'About' drop down menu on the Home page.</p>	
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ix) Complaints procedures (including those covering requests for information and operating the publication scheme)	ix) Select 'Complaints' from the Policies' menu via the 'Reports & Documents' drop down menu on the Home page. Hard copy available in the council office, 9.30am-noon, Tuesday to Friday.	
Information security policy	No policy available	
Records management policies (records retention, destruction and archive)	No policy available	
Data protection policies	No policy available	
Schedule of charges for the publication of information	As detailed below.	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.	NB - some information may only be available by inspection.	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Registers of Burials 1999 to present day	Members of the public can inspect the registers at the Town Council office, 9.30am-noon, Tuesday to Friday.	
Registers of Graves 1999 to present day	Members of the public can inspect the registers at the Town Council office, 9.30am-noon, Tuesday to Friday.	
Statutory Plan	Not applicable	
Assets Register	Available via the Financial Link listed in the 'Reports & Documents' drop down menu on the Home page. Hard copy available in the Town Council office, 9.30am-noon, Tuesday to Friday.	

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)	No official record is kept. Paper copies and electronic correspondence are filed at the Town Council office.	
Registers of members' interests	The register may be inspected at the Council office, 9.30am-noon, Tuesday to Friday. Councillors' registers are available on the RDC website.	
Register of gifts and hospitality	To date not one councillor has received either gifts or hospitality; should either be received, it will be recorded and the information be made available at the council office, 9.30am-noon, Tuesday to Friday.	
<b>Class 7 – The services we offer</b> (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	The council is the allotment authority for Kirkbymoorside; however, the allotments are managed by The Kirkbymoorside Allotments Association. For further information please contact the Kathy Robson on 01751 432158	
Burial grounds and closed churchyards	For information on the Cemetery fees and Regulations associated with the Town Council Cemetery select 'Cemetery' from the 'Reports & Documents' drop down menu on the Home page. A plan of the cemetery is available for inspection at the Town Council office, 9.30am-noon, Tuesday to Friday.	

Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> <li>i) Old Road Play Area, Old Road Kirkbymoorside YO62 6LX</li> <li>ii) Ryedale View Play Area, Ryedale View, Kirkbymoorside, YO62 6EH</li> <li>iii) Kirkbymoorside Sports Field, New Road, Kirkbymoorside YO62 6DY</li> </ul>	
Seating, litter bins, clocks, memorials and lighting	Details are available from the Town Council office, 9.30am-noon, Tuesday to Friday.	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements – with Highways North Yorkshire re verges and roundabout	No documents available	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<ul style="list-style-type: none"> <li>i) For information on the Cemetery fees and Regulations associated with the Town Council Cemetery select 'Cemetery' from the 'Reports &amp; Documents' drop down menu on the Home page. Hard copies available from the Town Council office, 9.30am-noon, Tuesday to Friday.</li> <li>ii) The Moorside Room is available to hire. Information is available from the Moorside Room article on the right hand column on the Home page.</li> </ul>	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
<b>Additional Information</b> This will provide councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**     **The Town Clerk**  
**Kirkbymoorside Town Council**  
**The Shambles**  
**Kirkbymoorside**  
**YO62 6AY**  
**Tel: 01751 432217**  
**Email: [town.clerk@kirkbymoorsidetowncouncil.gov.uk](mailto:town.clerk@kirkbymoorsidetowncouncil.gov.uk)**

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Cost of photocopying plus administration fee.
	Postage Royal Mail 2 <sup>nd</sup> class	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)
<b>Other</b>		