

Information available from Kirkby Overblow Parish Council under the model publication scheme–
Reviewed and adopted on 18 July 2016. Minute No. 13d)

Information to be published	How the information can be obtained	Cost Website www.kirkbyoverblowpc.org.uk
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council Contact details for Parish Clerk and Council members with telephone numbers and email address (if used)	Website	Free
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		
Annual return form and report by auditor	Hard copy Website	10p per A4sheet Free
Finalised Budget	Hard copy Website	10p per A4sheet Free
Precept	Hard copy	10p per A4 sheet
Financial Standing Orders and Regulations	Hard copy Website	10p per A4 sheet Free
Grants given and received	Hard copy	10p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	10p per A4 sheet
Members' allowances and expenses	Hard copy	10p per A4 sheet

Class 3 – What our priorities are and how we are doing (Plans, audits inspections and reviews)		
Annual Report to Village Meeting	Hard Copy	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council meetings and annual Village meeting)	Hard copy Website	10p per A4sheet Free
Agendas of meetings (as above)	Notice Board Website Hard copy	Free Free 10p per A4sheet
Minutes of meetings (as above)	Hard copy	10p per A4 sheet
Reports presented to council meetings	Hard copy	10p per A4 sheet
Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to planning applications	Hard copy Harrogate Borough Council (Planning Portal) Website	10p per A4 sheet Free
Class 5 – Our Policies and procedures (Current written protocol, policies and procedures for delivering our services and responsibilities) Current information only		
Standing orders	Hard copy Website	10p per A4sheet Free
Financial Regulations	Hard copy Website	10p per A4sheet Free
Freedom of information policy	Hard copy Website	10p per A4sheet Free
Filming/Recording Policy	Hard copy Website	10p per A4sheet Free

Data Protection Policy	Hard copy Website	10p per A4sheet Free
Schedule of charges (for the publication of information)	Hard copy Website	10p per A4sheet Free
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Assets Register	Hard copy Website	10p per A4sheet Free
Register of members' interests	Website Hard copy Harrogate Borough Council Website	Free 10p per A4 sheet Free
Class 7 – The services we offer (Current information only)		
Kirkby Overblow Tennis Courts	Hard copy	10p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy	10p per A4 sheet
Additional Information		
Cash Payments not accepted		
Contact details: The Parish Clerk c/o 3 Barrowby Lane Kirkby Overblow Harrogate HG3 1HQ		

SCHEDULE OF CHARGES		
Type	Description	Basis
Disbursement cost	Photocopying @ 10p per sheet (b&w)	Actual cost of paper/machine/time
	Photocopying @ 20p per sheet (colour – if applicable)	Actual cost of paper/machine/time
	Postage	Actual cost of Royal Mail standard 2 nd Class
Statutory Fee		In accordance with the relevant legislation (Freedom of Information Act 2000)