

Information available from Middleham Town Council under the model publication scheme – Freedom of Information

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Contact Clerk or see website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Contact Clerk	Free
Location of main Council office and accessibility details	Council Notice Board & MKC	Free
Staffing structure	Contact Clerk	Free
<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>	(hard copy and/or website)	

Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet
Finalised budget	Hard copy – contact Clerk	10p per sheet
Precept	Hard copy – contact Clerk	10p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy on prior application to Clerk	10p per sheet
Grants given and received	Hard copy – contact Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy on prior application to Clerk	10p per sheet
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard copy – contact Clerk	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	10p per sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy of Minutes- contact Clerk or website	10p per sheet
Agendas of meetings (as above)	Hard copy – contact Clerk	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy held in MKC – contact Clerk	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p per sheet
Responses to consultation papers	Hard copy – contact Clerk	10p per sheet
Responses to planning applications	Hard copy – contact Clerk	10p per sheet
Bye-laws	Hard copy – contact Clerk	10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural Standing Orders and Financial Regulations Delegated authority in respect of officers Members Code of Conduct Policy statements	Hard copy on prior application to Clerk	10p per sheet

Policies and procedures for the provision of services and about the employment of staff:	Hard copy on prior application to Clerk	10p per sheet
Information security policy	Contact Clerk	n/a
Records management policies (records retention, destruction and archive)	Contact Clerk	n/a
Data protection policies	Contact Clerk	n/a
	Hard copy – contact Clerk	10p per sheet
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Available to view by prior appointment – contact Clerk	n/a
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)	N/a	
Register of members' interests	Available at every Council meeting –register can be viewed by prior appointment – contact Clerk	n/a
Register of gifts and hospitality	Minute record	n/a

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities (Inspection reports/leases)	Hard copy – contact Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	10p per sheet
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	Hard copy – contact Clerk	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Clerk	10p per sheet
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
Current tenant agreements/leases	Hard copy – contact Clerk	10p per sheet
Commons Registration document	Hard copy – contact Clerk	10p per sheet

Charity Registration	Hard copy – contact Clerk	10p per sheet
Land & Property information	Hard copy – contact Clerk	10p per sheet

Contact details:

**Middleham Town Council
Town Clerks Office
Middleham Key Centre
Park Lane
Middleham
DL8 4RA**

Tel: 01969 625225

Email : mtcouncil@talktalkbusiness.net

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @80 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority