

## Information available from Driffield 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	(hard copy and/or website)	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website)	Free
Location of main Council office and accessibility details	(hard copy and/or website)	Free
Staffing structure	(hard copy and/or website)	Free
<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>		
Annual return form and report by auditor	(hard copy and/or website)	10p per sheet
Finalised budget	(hard copy and/or website)	10p per sheet
Precept	(hard copy and/or website)	10p per sheet
Borrowing Approval letter	(hard copy)	10p per sheet
Financial Standing Orders and Regulations	(hard copy and/or website)	10p per sheet
Grants given and received	(hard copy and/or website)	10p per sheet
List of current contracts awarded and value of contract	(hard copy)	10p per sheet
Members' allowances and expenses	(hard copy and/or website)	10p per sheet

<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website)	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<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)	(hard copy and/or website)	10p per sheet
Agendas of meetings (as above)	(hard copy and/or website)	10p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	(hard copy and/or website)	10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	(hard copy)	10p per sheet
Responses to consultation papers	(hard copy)	10p per sheet
Responses to planning applications	(hard copy)	10p per sheet
Bye-laws	N/A	
<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	(hard copy and/or website)	10p per sheet

Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	(hard copy and/or website)	10p per sheet
Information security policy	(hard copy and/or website)	
Records management policies (records retention, destruction and archive)	(hard copy and/or website)	
Data protection policies	(hard copy and/or website)	10p per sheet
Schedule of charges (for the publication of information)	(hard copy and/or website)	10p per sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; 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)	(for inspection only)	
Assets Register	(for inspection only)	
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)	(for inspection)	
Register of members' interests	(for inspection only)	
Register of gifts and hospitality	(for inspection only)	
<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		

Allotments	(hard copy or website; some information may only be available by inspection)	10p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	(hard copy or website; some information may only be available by inspection)	10p per sheet
Seating, litter bins, clocks, memorials and lighting	(hard copy or website; some information may only be available by inspection)	10p per sheet
Bus shelters	(hard copy or website)	10p a sheet
Markets	(hard copy or website)	10p a sheet
Public conveniences	(hard copy or website)	10p a sheet
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Town Guide		

## CONTACT DETAILS:

**Matthew Brown**  
**Town Clerk**  
**Driffield Town Council**  
**2-4 Market Walk**  
**Driffield**  
**YO25 6BW**

Tel 01377 254160

Email: [townclerk@driffieldtowncouncil.gov.uk](mailto:townclerk@driffieldtowncouncil.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 sheet (black & white)	* the actual cost incurred by the public authority
	Photocopying @ 20p per sheet (colour)	* the actual cost incurred by the public authority
	Postage	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>		

Last review date – 01 April 2025