

Information available from Mid Wharfedale Parish Council under the model publication scheme for Freedom of Information Act

Information to be published		
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p><i>This will be current information only</i></p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>Who's who on the Council</p>	<p>Parish notice boards Hard copy – contact Clerk Web site</p>	<p>Free £3 then Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts if possible, with email address)</p>	<p>Parish notice boards Hard copy – contact Clerk Web site</p>	<p>Free £3 then Free</p>
<p>Staffing structure</p>	<p>Not applicable</p>	
<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><i>Current and previous year as a minimum</i></p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>Annual return form and report by auditor</p>	<p>Hardcopy – contact Clerk</p>	<p>£5</p>
<p>Finalised budget</p>	<p>Hardcopy – contact Clerk</p>	<p>£3</p>

Precept	Hardcopy – contact Clerk	£5
Financial standing orders and regulations	Hardcopy - contact Clerk	£5
Grants given and received	Hardcopy - contact Clerk	£3
List of current contracts awarded and value of contract	N/A	n/a
Members allowances or expenses	None awarded	n/a
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Parish plan (current and previous year as a minimum)	Not available	n/a
Annual report to Parish meeting (current and previous year as a minimum)	No documents available	n/a
Quality status	Not applicable	n/a
Local charters drawn up in accordance with DCLG guidelines	Not applicable	n/a

Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>	How the information can be obtained	Cost
Timetable of meetings (Council and parish meetings)	Website	Free

	Hard copy – contact Clerk Web site	£3 Free
Agendas of meetings (as above)	Parish notice boards Hard copy – contact Clerk Web site	Free £3 Free
Minutes of meetings (as above) – <i>NB this will exclude information that is properly regarded as private to the meeting</i>	Hard copy - contact Clerk Web site	£5 Free
Reports presented to Council meetings - <i>NB this will exclude information that is properly regarded as private to the meeting</i>	Hard copy available to view – contact Clerk	n/a
Responses to consultation papers	Hard copy available to view – contact Clerk	n/a
Responses to planning applications	Hard copy available to view – contact Clerk	n/a
Bye laws	Not Applicable	n/a

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) <i>Current information only</i>	How the information can be obtained	Cost
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 Code of Conduct Policy Statements	Contact the Clerk with specific requests for any policies	Minimum £5
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the provision of services Equality and diversity policy Health and safety policy Recruitment policy (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Contact the Clerk with specific requests for any policies No document available No document available Hard copy – contact Clerk No document available Hard copy- contact Clerk Hard copy – contact Clerk	 £5 £5 £5
Information security policy	No document available	n/a
Records Management policies (records retention, destruction and archive)	No document available	n/a
Data protection policies	None available	n/a

Schedule of charges (for the publication of information)	Attached to this publication	
Class 6 – Lists and registers <i>Currently maintained lists and registers only</i>	How the information can be obtained	Cost
Any publicly available register or list	No documents available	
Assets register	Website	n/a
Disclosure log (indicating the information that has been provided in response to requests)	None available	
Register of members' interests	Website	n/a
Register of gifts and hospitality	No documents available	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	How the information can be obtained	Cost
Allotments	None	
Burial grounds and closed churchyards	Not applicable	
Community Centres and village halls	Not applicable	

Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Asset register - Website	n/a
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<p>Additional information</p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

Bela Shaw
12 Margerison Crescent
Ilkley LS29 8QZ
Phone: 07817 064090
Email: clerk@midwharfedaleparish.gov.uk

Web site: www.midwharfedaleparish.gov.uk

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at £3 max 3 sheets £5 their after (black and white)	Actual cost of stationery and admin time & postage
	Postage	Actual cost of Royal Mail standard 2 nd class

Reviewed Feb 2024