

FREEDOM ON INFORMATION ACT PUBLICATION SCHEME (Updated January 2016)
Pool-in-Wharfedale Parish Council

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) Pool-in-Wharfedale Parish Council Clerk and Responsible Finance Officer : John Ryan 11 Avondale Grove, Bradford BD18 4QT TEL. 07766547651</p> <p>Poolparishcouncil@gmail.com</p> <p>Chairman : Councillor Mrs Hazel Lee Sunrising 6 Park Terrace, Old Pool Bank, Pool-in-Wharfedale LS21 3BU</p>		
<p>Who's who on the Council and its Committees</p> <p>www.poolparishcouncil.gov.uk</p>	<p>Available on website. Details can be inspected by appointment with the clerk</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <p>www.poolparishcouncil.gov.uk</p>	<p>Available on website or hard copy. Details can be inspected by appointment with the clerk</p>	<p>Hard copy 10p per A4 sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>The council doesn't have an office but contact details can be found above and on the website. Appointments</p>	

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	can be made through the clerk	
Staffing structure	The council employs two part time staff, the Clerk and the Lengthsman	
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 as a minimum		
Annual return form and report by auditor http://www.poolparishcouncil.gov.uk/Core/PoolInWharfedale/Pages/Finance_and_Accounts_1.aspx	Council Website or hard copy available through the clerk	Hard copy 10p per A4 sheet
Finalised Budget http://www.poolparishcouncil.gov.uk/Core/PoolInWharfedale/Pages/Finance_and_Accounts_1.aspx	Council Website, E mail or hard copy available through the clerk	Hard copy 10p per A4 sheet
Precept	Details available through the clerk and via the budget document on the council website	Hard copy 10p per A4 sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations http://www.poolparishcouncil.gov.uk/Core/PoolInWharfedale/Pages/Procedures_and_Policies_1.aspx	Council Website, E mail or hard copy available through the clerk	Hard copy 10p per A4 sheet

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<p>Grants given and received http://www.poolparishcouncil.gov.uk/Core/PoolInWharfedale/Pages/Grants to Local Groups 1.aspx</p>	<p>Council Website, E mail or available through the clerk</p>	<p>Hard copy 10p per A4 sheet</p>
<p>Members' allowances and expenses</p>	<p>The Chairman receives an annual allowance of £125.00. No other allowances are paid</p>	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum</p>		
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum) www.poolparishcouncil.gov.uk</p>	<p>The Annual Report can be found on the council website, hard copy available through the clerk</p>	<p>Hard copy 10p per A4 sheet</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) http://www.poolparishcouncil.gov.uk/Core/PoolInWharfedale/Pages/Meeting Dates 1.aspx</p>	<p>Council website, E mail or hard copy available through the clerk</p>	<p>Hard copy 10p per A4 sheet</p>

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Agendas of meetings (as above) www.poolparishcouncil.gov.uk	Council website, E mail or hard copy available through the clerk	Hard copy 10p per A4 sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. http://www.poolparishcouncil.gov.uk/Core/PoolInWharfedale/Pages/Agendas_and_Minutes_1.aspx	Council website, E mail or hard copy available through the clerk	Hard copy 10p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	E mail or hard copy available through the clerk	Hard copy 10p per A4 sheet
Responses to consultation papers	E mail or hard copy available through the clerk	Hard copy 10p per A4 sheet
Responses to planning applications	E mail or hard copy available through the clerk	Hard copy 10p per A4 sheet
Class 5 – Our policies and procedures (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 Code of Conduct Policy statements	All council policies e.g. Standing Orders , can be found on the council website or available through the clerk by E Mail or hard copy	Hard copy 10p per A4 sheet

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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>http://www.poolparishcouncil.gov.uk/Core/PoolInWharfedale/Pages/Procedures_and_Policies_1.aspx</p>	<p>All council policies e.g. Standing Orders , can be found on the council website or available through the clerk by E mail or hard copy</p>	<p>Hard copy 10p per A4 sheet</p>
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>		
<p>Schedule of charges (for the publication of information)</p>	<p>Covers cost of photocopying and postage 10p per sheet 15p per colour sheet Postage at 2nd class</p>	
<p>Class 6 – Lists and Register Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		

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Assets register	Available on council website or through appointment with the clerk	
Register of members' interests	Available on council website or through appointment with the clerk	
Register of gifts and hospitality	Available through appointment with the clerk	
Class 7 – The services we offer (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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Available through the clerk	
Seating, litter bins, clocks, memorials and lighting	Available through the clerk	
Bus shelters	See Assets List	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

**Contact details: Clerk John Ryan, 11 Avondale Grove, Shipley, Bradford BD18 4QT
Tel : 07766547651 poolparishcouncil@gmail.com**