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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **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  19 Ridgemount Road, Riddlesden, Bradford BD20 5DX  TEL. 07766547651  [clerk@poolparishcouncil.gov.uk](mailto:clerk@poolparishcouncil.gov.uk)  Chairman :  Councillor Mrs Hazel Lee  Sunrising 6 Park Terrace, Old Pool Bank, Pool-in-Wharfedale LS21 3BU |  |  |
| Who’s who on the Council and its Committees  [www.poolparishcouncil.gov.uk](http://www.poolparishcouncil.gov.uk) | Available on website. Details can be inspected by appointment with the clerk |  |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  [www.poolparishcouncil.gov.uk](http://www.poolparishcouncil.gov.uk) | Available on website or hard copy. Details can be inspected by appointment with the clerk | Hard copy 10p per A4 sheet |
| Location of main Council office and accessibility details | The council doesn’t have an office but contact details can be found above and on the website. Appointments 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 |
| Grants given and received  <http://www.poolparishcouncil.gov.uk/Core/PoolInWharfedale/Pages/Grants_to_Local_Groups_1.aspx> | Council Website, E mail or available through the clerk | Hard copy 10p per A4 sheet |
| Members’ allowances and expenses | The Chairman receives an annual allowance of £125.00. No other allowances are paid |  |
| **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 |  |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  [www.poolparishcouncil.gov.uk](http://www.poolparishcouncil.gov.uk) | The Annual Report can be found on the council website, hard copy available through the clerk | Hard copy 10p per A4 sheet |
| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum |  |  |
| 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> | Council website, E mail or hard copy available through the clerk | Hard copy 10p per A4 sheet |
| Agendas of meetings (as above)  [www.poolparishcouncil.gov.uk](http://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 |
| Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)  <http://www.poolparishcouncil.gov.uk/Core/PoolInWharfedale/Pages/Procedures__and__Policies_1.aspx> | 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 |
| Information security policy |  |  |
| Records management policies (records retention, destruction and archive) |  |  |
| Data protection policies |  |  |
| Schedule of charges (for the publication of information) | Covers cost of photocopying and postage  10p per sheet  15p per colour sheet  Postage at 2nd class |  |
| **Class 6 – Lists and Register**  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 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, 19 Ridgemount Road, Riddlesden, Bradford BD20 5DX. Tel.07766547651. EMAIL** [**clerk@poolparishcouncil.gov.uk**](mailto:clerk@poolparishcouncil.gov.uk)