

Linton Parish Council

## Publication Scheme

Information available from Linton Parish Council under the model publication scheme

**The following procedure is in place for dealing with requests for information.**

1. Requests must be made in writing to the Clerk of the Parish Council.
2. Requests must contain a name and address - including email requests.
3. Requests must describe the information required.
4. A response must be made within 20 working days - this can be extended after the initial response.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only.	(hard copy or website)	See costs schedule below
Who's who on the Council and its Committees	Hard copy or email from the clerk  Parish council website	See costs schedule below

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or email from the clerk Parish council website	See costs schedule below
<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) Current and previous financial year as a minimum	(hard copy or website)	See costs schedule below
Annual return form and report by auditor	Hard copy or email from the clerk Parish council website	See costs schedule below
Precept	Hard copy or email from the clerk	See costs schedule below
Financial Regulations	Hard copy or email from the clerk	See costs schedule below
Grants given and received	Hard copy or email from the clerk	See costs schedule below
List of current contracts awarded and value of contract	Hard copy from the clerk	See costs schedule below



## **Class 3 – What our priorities are and how we are doing**

### **Vision**

To fully meet the needs of our parishioners by ensuring the character and unique environment of the village and open space in the parish is protected and improved for future generations of residents.

Provide a safe environment for people to live and work in.

### **Strategy**

To achieve our vision we must regularly engage with local residents, community groups and businesses to understand the needs and aspirations of our community.

To proactively, widely and openly engage with the community on material issues which may threaten the unique environment of the village or the surrounding areas.

### **Objectives**

To use the Parish Council influence to proactively and positively shape the future services and development of the Parish. To actively seek benefits for the local area

To ensure that the character of the conservation village is retained and where possible enhanced – continue to provide strong commentary and challenge on development planning applications.

Any specific things that we want to protect or improve such as:

- Village Green
- Benches
- Wood besides the beck
- Parking
- Proactively develop community links between Linton Village and Linton Falls - a village event to be held once a year?
- Support young & elderly
- Enhance presence of Parish Council in the community: improve website; expand input to Parish Newsletter; invite parishioners to meetings, use Facebook / social media effectively.
- Expand partnership working with: the police; District and County Councils; local organisations providing youth and elderly services; neighbouring Town and Parish councils.
- Focus on community safety.
- Encourage sufficient transport links for community - buses etc

(Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	See costs schedule below
Current and previous year as a minimum		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or email from the clerk	See costs schedule below
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	See costs schedule below
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy or email from the clerk Parish Council Website	See costs schedule below
Agendas of meetings (as above)	Hard copy or email from the clerk Parish council website Parish noticeboards	See costs schedule below
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy or email from the clerk Parish council website Parish noticeboards	See costs schedule below
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk	See costs schedule below
Responses to consultation papers	Hard copy or email from the clerk	See costs schedule

	Parish council website (minutes)	
Responses to planning applications	Hard copy or email from the clerk Parish council website (minutes)	See costs schedule below
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	See costs schedule below
Current information only		
Policies and procedures for the conduct of council business:  Code of Conduct Financial Regulations Financial Risk Assessment	Hard copy or email from the clerk  Parish council website	See costs schedule below
Policies and procedures for the provision of services and about the employment of staff:  Health and safety risk assessments Disciplinary and Grievance Procedure	Hard copy or email from the clerk	See costs schedule below
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	See costs schedule below
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		Hard copy or email from the clerk	See costs schedule below
Register of members' interests		Hard copy or email from the clerk	See costs schedule below
<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)	(hard copy or website; some information may only be available by inspection)		See costs schedule below
Current information only			
Parks, playing fields and recreational facilities	Hard copy or email from the clerk		See costs schedule below
	Parish council website		
Seating, memorials and lighting	Hard copy or email from the clerk		See costs schedule below
	Parish council website		
Bus shelters	Hard copy or email from the clerk		See costs schedule below
	Parish council website		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None		

### Contact details:

Louise Coverdale, Linton Parish Clerk, Linton Parish Council, 21 Raines Meadows, Grassington, Skipton, North Yorkshire,  
BD23 5NB e-mail: [lintonparishcouncil@yahoo.co.uk](mailto:lintonparishcouncil@yahoo.co.uk)

### 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)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Linton Parish Council Publication Scheme was considered and approved at a meeting on:

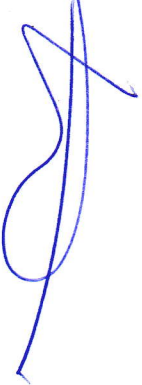
Date:

20/1/2020

Signature : (Chair)



(Clerk/ RFO):



Review Date:

2021