



Information available from Kirkby Malzeard, Laverton and Dallowgill Parish Council under the model publication scheme.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	(hard copy or website)	
Who's who on the Council and its Committees.	Information available on our website to view or print off. List of Councillors also on our public noticeboards (when space permits).	Free
Contact details for Parish Clerk and Council members	Available on our website and on public noticeboards (when space permits).	Free

Location of main Council office and accessibility details	The council does not have offices – the Clerk’s address is available below and on our website. Only to be used for deliveries or collections by appointment.	
Staffing structure	Clerk only	
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	(hard copy or website)	
Annual return form and report by auditor	Available on our website to view or print off.	Free
Finalised budget	Available on our website to view or print off	Free
Precept	Available within Financial documents on our website to view or print off.	Free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Available on our website to view or print off.	Free
Grants given and received – included within annual payments schedule	Available within Financial Documents on our website to view or print off	Free
List of current contracts awarded and value of contract – information	Available on our website to	Free

contained within Minutes of meeting where approved	view or print off	
Members' allowances and expenses – included within annual payments schedule	Available on our website to view or print off	Free
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	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish Meetings (current and previous year as a minimum)	Available on our website to view or print off	Free
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum (from June 2016 onwards)	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Available on our website to view or print off. Information on next meeting contained within the agenda and draft	Free

	minutes.	
Agendas of meetings (as above)	Available on our website and on public noticeboards three clear days before meetings.	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Draft minutes and approved minutes available on our website to view or print off. Draft minutes posted on public notice boards	Free
Reports presented to council meetings –n.b. this will exclude information that is properly regarded as private to the meeting	Available on request to Clerk.	Free
Responses to consultation papers – included within Draft Minutes and approved Minutes	Available on our website to view or print off.	Free
Responses to planning applications – included within Draft Minutes and approved Minutes	Available on our website to view or print off. Can also be viewed on Harrogate Planning department website.	Free
Bye-laws	Available from Harrogate Borough Council	Not known
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:	Our Standing Orders, Code of Conduct, Risk Assessment Register and Financial	Free

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Regulations are available on our website to view or print off.	
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 Equal Opportunities policy Health and safety policy Workplace Pension policy Sickness policy Grievance policy Disciplinary policy Policies and procedures for handling requests for information – included in Standing Orders Complaints procedures – included in Standing Orders	All such documents applicable to this Council are available in hard copy on request, unless incorporated in procedural documents available on website, where they can be viewed or printed off direct.	Free
Information security policy – included in Standing Orders	Available on our website to view or print off.	Free
Records management policies (records retention, destruction and archive) – included in Risk Assessment Register and GDPR documents	Available on our website to view or print off.	Free
Data protection policies – included in Standing Orders and GDPR documents	Available on our website to view or print off.	Free
Schedule of charges (for the publication of information)	No charges made	Free

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	Not applicable	
Assets register	Available on our website to view or print off	Free
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)	No log held.	
Register of members' interests	Available on Harrogate Council's website via a link from our website to view or print off.	
Register of gifts and hospitality	Hard copy available from clerk	Free
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities – included where	Available on our website to	

applicable in Asset Register	view or print off	
Seating, litter bins, clocks, memorials and lighting – included in Asset Register where applicable	Available on our website to view or print off.	Free
Bus shelters – included in Asset Register	Available on our website to view or print off.	Free
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

Contact details:

Clerk – Victoria Preston, 17 Cypress Gardens, Ripon HG4 2LT Tel 07725 801675

Email: clerk.kmldpc@outlook.com

Web-site: www.kirkbymalzeardarea.org.uk

This document was adopted by the Council in June 2020 and replaces previous versions

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 per sheet (black & white)	N/a - free
	Photocopying per sheet (colour)	N/a - free
	Postage	N/a – SAE to be provided by person making request.
Statutory Fee		In accordance with the relevant legislation if applicable
Other		