

CLAXTON & SAND HUTTON PARISH COUNCIL

Information Available and Charges under the Publication Scheme

Information Available		
Class1 - Who we are and what we do		
(Organisational information, structures, locations and contacts) This will be current information 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		
Class 3 – What our priorities are and how we are doing		
(Strategies and plans, audits, inspections and reviews) This will be current information only.		
Class 4 – How we make decisions		
(Decision making processes and records of decisions) Current and previous council year as a minimum		
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities) This will be current information only.		
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Class 7 – The services we offer		
(Information about the services we offer) Current information only		
How the information can be obtained		
This information can be obtained by contacting the Parish Clerk (See contact details below) Generally the information is available in hard copy or electronic copy via email; although some information may only be available by inspection.		
Schedule of Charges		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class.
	Electronic Copies via email are free of charge.	n/a
Contact Details		
Parish Clerk	Fiona Hill The Byre, Field House Farm Thornton-le-Clay York YO60 7QA	Tel: 01904 468773 Email: fiona@thebyre.me.uk