

HUNTINGTON PARISH COUNCIL
 c/o Huntington Community Centre,
 26, Strensall Road, Huntington,
 YORK YO32 9RG.
 Tel: 01904 607531
 e-mail: huntington.parishclerk@yahoo.co.uk
www.huntingtonparishcouncil.co.uk

INFORMATION AVAILABLE FROM HUNTINGTON PARISH COUNCIL UNDER MODEL PUBLICATION SCHEME

ALL ITEMS MARKED HARD COPY ARE AVAILABLE AT COST OF 20P PER A4 SHEET, E-MAIL AND WEBSITE ITEMS ARE FREE.

Information to be published	How the information can be obtained	Cost
Class1		
<u>Who is who on the Council</u>	Hard Copy Available on website	20p per sheet
<u>Membership of Council Committees</u>	Hard Copy Available on website	20p per sheet
<u>Staffing Structure</u> Parish Clerk /Financial officer / Street Cleaner/ 3x Community Gardeners		

<p><u>Contact Details for Officers of the Council:</u></p> <p><u>Proper Officer – Lorraine Frankland (Parish Clerk)</u> Huntington Parish Council c/o Huntington Community Centre 26, Strensall Road, Huntington, York YO32 9RG</p> <p>Tel: 01904607531 e-mail: huntington.pariahclerk@yahoo.co.uk</p> <p><u>Website</u> www.huntingtonparishcouncil.co.uk</p> <p><u>Financial Officer - Mrs Gill Chivers</u> Tel: 01904 768801 e-mail: gill@chivers.plus.com</p>		
<p>Class 2 – What we spend and how we spend it</p>		
<p><u>Annual Return 31/03/2017</u> <u>Annual Return 31/03/2016</u> <u>Annual Return 31/03/2015</u> <u>Annual Return 31/03/2014</u> <u>Annual Return 31/03/2013</u></p> <p><u>Annual budgets in summary form</u></p>	<p>Can be inspected at Huntington Community Centre, by appointment with Financial Officer.</p> <p>Can be inspected at Huntington Community Centre, by appointment with Financial Officer.</p>	<p>20p per sheet</p> <p>20p per sheet</p>

<u>Invoices presented for payment</u>	Available on web-site Hard copy Published in monthly Parish Council minutes.	20p per sheet
<u>Annual accounts, auditor report and supporting information</u>	Available on web-site Can be inspected at Huntington Community Centre, by appointment with Financial Officer. Hard Copy	20p per sheet
<u>Financial Standing Orders and Regulations</u>	Can be inspected at Huntington Community Centre, by appointment with Financial Officer. Hard Copy	20p per sheet
<u>Grants given and received</u>	Can be inspected at Huntington Community Centre, by appointment with Clerk. Available on website	20p per sheet
<u>List of current Contracts awarded and Value of Contracts</u>	Published in monthly Parish Council minutes. Available on web-site Hard Copy	20p per sheet
<u>Members' Allowances and Expenses</u> Only mileage (when travelling outside the Parish) and training expenses paid.	Can be inspected at Huntington Community Centre, by appointment with Financial Officer Hard Copy Can be inspected at Huntington Community Centre, by appointment with Financial Officer	20p per sheet

Class 3 – What our priorities are and how we are doing		
<u>Annual Report to Parish</u>	Can be inspected at Huntington Community Centre, by appointment with the Clerk. Available on web-site	20p per copy
Class 4 – How we make decisions		
<u>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</u>	Available on web-site and notice boards. Hard copy	20p per sheet
<u>Agendas of meetings</u>	All current agendas are posted on notice boards and web-site. Agendas for previous meetings can be inspected at Huntington Community Centre, by appointment with Parish Clerk and are available on Web-site	20p per sheet
<u>Minutes of meetings</u>	Can be inspected at Huntington Community Centre, by appointment with Parish Clerk. Available on Web-site	20p per sheet
<u>Reports presented to council meetings:</u>	Available in Council Minutes which can be inspected at Huntington Community Centre, by appointment with Parish Clerk and are available on Web-site	20p per sheet
<u>Responses to consultation papers</u>	Available in Council Minutes which can be inspected at Huntington Community Centre, by appointment with Parish Clerk and are available on Web-site	20p per sheet
<u>Responses to planning applications</u>	Available in Minutes of Planning Committee meetings which can be inspected at Huntington Community Centre, by appointment with Parish Clerk and are available on Web-site	20p per sheet

Class 5 – Our policies and procedures		
<u>Policies and procedures for the conduct of council business:</u> <u>Procedural standing orders</u> <u>Committee and sub-committee terms of reference}</u> <u>Delegated authority in respect of officers}</u> <u>Code of Conduct}</u> <u>Policy statements}</u>	Hard copy Available on web-site Can be inspected at Huntington Community Centre, by appointment with Parish Clerk.	20p per sheet
<u>Policies and procedures for the provision of services and about the employment of staff:</u> 1. <u>Internal policies relating to the delivery of services</u> 2. <u>Equality and diversity policy</u> 3. <u>Health and safety policy</u> 4. <u>Recruitment policies (including current vacancies)</u> 5. <u>Policies and procedures for handling requests for information</u>	1. Not yet available 2. Hard copy also Available on web-site 3. Hard copy also Available on web-site 4. Can be inspected at Huntington Community Centre, by appointment with Parish Clerk 5. Hard copy also Available on web-site Can be inspected at Huntington Community Centre, by appointment with Parish Clerk	20p per sheet 20p per sheet 20p per sheet
<u>Information security policy</u>	Available on web-site Hard copy	20p per sheet
<u>Records management policies (records retention, destruction and archive)</u>	Hard copy	
<u>Data protection policies</u>	Available on web-site Hard copy	20p per sheet
<u>Schedule of charges or the publication of information</u>	See below	
<u>Complaints procedure</u>	Hard copy Available on Web-site	20p per sheet

Class 6 – Lists and Registers		
<u>Assets Register (Listed for Audit)</u>	Can be inspected at Huntington Community Centre, by appointment with Financial Officer.	20p per sheet
<u>Disclosure log</u>	Disclosures recorded in Minutes: Can be inspected at Huntington Community Centre, by appointment with Parish Clerk and are available on Web-site	20p per sheet
<u>Register of members' interests</u>	Can be inspected at Huntington Community Centre, by appointment with Parish Clerk. Also available at City of York Council Offices	20p per sheet
<u>Register of gifts and hospitality</u>	Can be inspected at Huntington Community Centre, by appointment with Parish Clerk Also available at City of York Council Offices	20p per sheet
Class 7 – The services we offer		
<u>Allotments</u>	Contact Parish Clerk for information. Information available on web-site.	
<u>Burial grounds and closed churchyards</u> Huntington Burial Authority www.huntingtoncemetery.org.uk Burial Clerk 252 New Lane Huntington York YO329LY Contact Tel: 07517809989 email: huntingtonburialclerk@gmail.com	Details available on web-site:	

<p><u>Community centres and village halls</u></p> <p><u>Huntington Memorial Hall</u> http://www.hmh.org.uk 46 Strensall Road, Huntington YO32 9SH Bookings Tel: 01904 760044 (<i>between the hours of 9am to 8pm only</i>) email info@hmf.org.uk Hall Tel: 01904 750258</p> <p><u>Orchard Park Community Centre</u> www.orchardpark.org.uk Badger Paddock, Huntington YO31 9EH email: info@orchardpark.org.uk Bookings Tel: 07759126680</p> <p><u>Huntington Community Centre</u> www.huntingtoncentre.org.uk 26 Strensall Road, Huntington Contact: Maureen Duncanson email: maureen@huntingtoncentre.plus.com Bookings Tel: 01904 760246</p> <p><u>Parks, playing fields and recreational facilities</u> All inspection reports <u>Play areas:</u> Garth Road, Huntington. Orchard park, Huntington. Vesper Walk, Huntington</p> <p><u>Markets/ Public Conveniences/ Agency Agreements</u> None</p>	<p>Details available at centre and on web-site:</p> <p>Details available at centre and on web-site:</p> <p>Details available at centre and on web-site:</p> <p>Hard copy Can be inspected at Huntington Community Centre, by appointment with Parish Clerk Apply to Clerk</p>	<p>20p per sheet</p>
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Additional Information		
<u>Information relating to Community Gardening Scheme</u>	Can be inspected at Huntington Community Centre, by appointment with Parish Clerk Available on Web-site	
<u>Information relating to Riverside Environmental Park</u>	Can be inspected at Huntington Community Centre, by appointment with Parish Clerk Available on Web-site	
Contact details: Huntington Parish Council c/o Huntington Community Centre 26, Strensall Road, Huntington, York YO32 9RG Website: www.huntingtonparishcouncil.co.uk	<u>Proper Officer - Lorraine Frankland (Parish Clerk)</u> Tel: 01904607531 e-mail: huntington.pariahclerk@yahoo.co.uk <u>Financial Officer - Mrs Gill Chivers</u> Tel: 01904 768801 e-mail: gill@chivers.plus.com	

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 @ 20p per sheet (black & white)	Actual cost * 20per sheet 'Huntington Community Centre
	Photocopying per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class/ Large letter cost
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

DATE OF Draft: 21st November 2018