

BARLBY AND OSGODBY TOWN COUNCIL

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NEW MODEL PUBLICATION SCHEME 2008 (Section 20 FREEDOM OF INFORMATION ACT 2000)

All information is available as hard copy. Where indicated by * the information is also available on the Parish website. Where indicated by ^ the information is published in the Parish Magazine.

1. Contacts

<i>Information (current only)</i>	<i>Format</i>	<i>Charge</i>
The Parish Council * ^	Hard copy	50p per sheet
- Barlby Village Ward * ^		
- Barlby Bridge Ward * ^		
- Osgodby Ward * ^		
Council Manager * ^		
Parish Office		

2. Finance

<i>Information (current and previous year)</i>	<i>Format</i>	<i>Charges</i>
Annual Return	Hard copy	50p per sheet
Auditors Report		
Approved Budget		
Precept *		
Financial Standing Orders		
Grants given and received *		
Members Allowances		

3. Projects and Reports

<i>Information (current only)</i>	<i>Format</i>	<i>Charges</i>
Community Cohesion Projects ^	Hard Copy	50p per sheet
Osgodby Village Design Statement		
Annual Report ^		

4. Decision Making

<i>Information (current and previous year)</i>	<i>Format</i>	<i>Charge</i>
Timetable of Meetings *	Hard Copy	50p per sheet
Agendas *		
Minutes *		
Reports		
Responses to Consultations/Planning Applications *		
Byelaws or equivalent		

5. Policies and Procedures

<i>Information (current only)</i>	<i>Format</i>	<i>Charges</i>
Standing Orders *	Hard Copy	50p per sheet
Delegated Authority/decisions (Officers *)		
Code of Conduct		
Policy Statements *		
Requests for Information		
Complaints Procedures *		
Records Management		
Health and Safety		
Schedule of Charges *		

6. Lists and Registers

<i>Information (current only)</i>	<i>Format</i>	<i>Charges</i>
Assets Register *	Hard Copy	50p per sheet
Requests for Information Log		
Register of Members Interests *		
Register of Gifts and Hospitality		
Risk Assessments		

7. Services

<i>Information (current only)</i>	<i>Format</i>	<i>Charges</i>
Allotments *	Hard Copy	50p per sheet
Play Areas/Playing Fields *		
Nature Conservation Sites *		
Street Lighting *		
Street Furniture *		
Grass cutting		
Parish Magazine * and leaflets		

EXCLUSIONS

1. Personal records, salary details, disciplinary records, sickness records and personal data protected under the data protection Act 1998.
2. Commissioned Planning consultations, Development Plans, Footpath maps.
3. Commercially sensitive information such as tenders and quotations, loan documentation and insurance documents.
4. Allotment (individual) tenancy agreements and rent payment records
5. Burial Grounds applications and registrations.
6. Exclusions permitted under the Freedom of Information Act 2000
7. Draft information.
8. Archived information.

Items requested will be supplied at a standard rate of 50 pence per A4 sheet to include admin time, photocopying and postage. If the request for information is likely to involve significant amounts of research the request will incur an hourly charge and an estimate will be supplied before commencement of the research. Repeated or vexatious requests will not be approved.

Adopted 26th November 2008, to come into force 1st January 2009 and amended 30th July 2014.