

## Information available from Pickering Town Council under the Model Publication Scheme

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		
Who's who on the council and its committees and working parties	i) Click on "Councillors" under "Town Council" on home page of <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> ; ii) Click on "Meetings" under "Town Council" on the home page <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and inspect the minutes of the Annual Meeting in May of the current year; iii) hard copies of the above are available from the council office 9am-noon Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Contact details for the town clerk and councillors (named contacts where possible with telephone number and email address (if used))	i) For councillors, visit "Councillors" under "Town Council" on the home page of <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> ; ii) Visit home page at <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> or page 14 of this document for contact details for the town clerk; iii) hard copies of i) are available from the council office 9am-noon,	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.

	Monday to Friday. iv) See current Annual Report available in “Communications” elsewhere on this website. v) Website copies of iv) can be accessed at <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> , “Publications/Communications” under “Town Council “on the home page.	
Location of council office and accessibility details	See maps at <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and, on the home page of the same website, click on “Council Documents” and under “General” look for “Location of Council office”.	
Staffing structure	No document available	
<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		
Annual Return and opinion of External Auditor	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> , and click on “Council Documents” on the home page and under “Audit” look for Sections 1-4 of the Annual Return. Hard copies available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.

Budget Summary	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> , “Council Documents/Budget and Accounting” under “Town Council” on the home page. Hard copies available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
i) Precept ii) Statement for the Billing Authority	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> for i) “Meetings” and inspect the appropriate minute of the ordinary meetings held in January 2016. For ii), “Council Documents”/“Budget and Accountability”. Hard copies of the relevant minute are available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
<b>Borrowing Approval letter</b>	<b>Not applicable</b>	
Financial Standing Orders and Regulations	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> , “Publications/Policies and Procedures” under “Town Council” on the home page. Hard copies available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Grants given and received	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> , “Budget and Accountability” under “Town Council” on the home page. Hard copies available from the Town Council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to

		send by Royal Mail.
List of current contracts awarded and value of contract	Not available.	
Members' allowances and expenses	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under "Town Council" on the home page, click on "Publications" and then find the council's Allowances and Expenses policy under "Policies and Procedures". To date, no expenses have been claimed this financial year. It is rare that a member will claim expenses; the town mayor is entitled to a budgeted allowance. For further information, please contact the council office.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	No report is made.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Annual Report	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under "Town Council" on the home page, click on "Council Documents" and then find the report for the previous financial year in "Communications". Hard copies available from the council office, 9am-noon, Monday to Friday. Copies are also lodged in the library.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.

Internal Audit Reports	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” on the home page, click on “Council Documents” and then find Section 4 of the Annual Return in “Audit”. Hard copies available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” on the home page, click on “Council Documents” and then find the appropriate document in “General”. Hard copies available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Agendas of meetings	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” on the home page, click on “Meetings”. Not only the agendas but also the guides to the meetings will be found there. Hard copies available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Minutes of meetings - nb this will exclude information that is properly regarded as private to the meeting.	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” on the home page, click on “Council Documents”	10p per photocopied A4 sheet plus

	and then find the appropriate document in “Meetings”. Hard copies available from the council office, 9am-noon, Monday to Friday.	2 <sup>nd</sup> class postage if request to send by Royal Mail.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Some reports are incorporated in the guide papers. Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” on the home page, click on “Meetings” and look for the relevant guide. Hard copies available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Responses to consultation papers. NB The responses are incorporated in the Minutes.	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” on the home page, click on “Meetings” and then find the appropriate document in “Meetings”. Hard copies available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Responses to planning applications	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” on the home page click on “Meetings” and find the appropriate minutes. See “Development Control” in the appropriate minutes for responses to planning applications. For the council’s planning committee’s responses, find the relevant minutes in “Meetings”. Hard copies available from the	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.

	<p>council office, 9am-noon, Monday to Friday.</p> <p>For planning applications awaiting a decision by the relevant planning authority and for those about to be considered by the (town council), visit “Planning Applications” by clicking on the appropriate words on the home page of the council’s website.</p>	
Bye-laws	Not applicable.	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>i) Procedural standing orders</p> <p>ii) Committee and working party terms of reference.</p>	<p>i) Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council”, click on “Council Documents” and look for the document under “Procedural”.</p> <p>ii) Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council”, click on “Meetings” and look for any minutes</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>

<p>iii) Delegated authority in respect of officers</p> <p>iv) Code of Conduct</p>	<p>of the annual meeting of the town council (May). For current working party terms of reference look for May 2016.</p> <p>iii) No specific document available but see relevant sections in the council's Standing Orders and Financial Regulations.</p> <p>iv) Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under "Town Council" click on "Council Documents" and find the appropriate document under "Ethics". A hard copy is available in the council office, 9am until noon, Monday to Friday.</p>	
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v) Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>i) Internal policies relating to the delivery of services</p> <p>ii) Equality and diversity policy</p> <p>iii) Health and safety policy</p> <p>iv) Disciplinary and Grievance policy</p> <p>v) Sickness Absence policy</p> <p>vi) Dignity at Work policy</p> <p>vii) Policies and procedures for handling requests for information</p> <p>viii) Policy for dealing with abusive, persistent or vexatious members of the public</p>	<p>i) No formal policies as such. For service details in council contracts, look in “Council Documents/General” on the website. Please note that a tendering process for Contracts 2017-19 will be run in the Autumn 2016. For matters relating to the cemetery, see Council Documents/Cemetery on the website. Hard copies available in the Town Council office, 9am-noon, Monday to Friday.</p> <p>ii)-vi) Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Council Documents”, click on “Publications” and find the appropriate document under “Policies and Procedures”.</p> <p>vii) Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council”, click on “Council Documents” and find the appropriate document under “Policies and Procedures”.</p> <p>viii) Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” on the home page, click on “Council Documents” and find the appropriate document under “Complaints”. Hard copy</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>

ix) Complaints procedures (including those covering requests for information and operating the publication scheme)	available in the council office, 9am-noon, Monday to Friday.  ix) Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” on the home page, click on “Council Documents” and find the appropriate document under “Complaints”. Hard copy available in the council office, 9am-noon, Monday to Friday.	
Information security policy	No policy formulated.	
Records management policies (records retention, destruction and archive)	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> “Documents/General” in “Town Council” section of the website. Hard copy available in the Town Council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Data protection policies	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” on the home page, click on “Council Documents” and then find the appropriate document in “Policies and Procedures”. Hard copies available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Schedule of charges for the publication of information	See separate table below.	

<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.	NB - some information may only be available by inspection.	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Registers of Burials 1905 to present day	Members of the public can inspect the registers at the Town Council office, 9am-noon, Monday to Friday.	
Registers of Graves 1905 to present day	Members of the public can inspect the registers at the Town Council office, 9am-noon, Monday to Friday.	
Statutory Plan	Members of the public can inspect the plans at the Town Council office, 9am-noon, Monday to Friday.	
Assets Register	Hard copy available in the Town Council office, 9am-noon, Monday to Friday.	
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)	Not kept.	
Registers of members' interests	The registers may be inspected at the Council office, 9am-noon, Monday to Friday. Councillors' registers are available on the website. On the home page click on "Council Documents" and look for "Ethics".	
Register of gifts and hospitality	To date not one councillor has received either gifts or hospitality; should either be received, it will be recorded and the information be made available at the council office, 9am-	

	noon, Monday to Friday.	
<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)  Current information only	(hard copy or website; some information may only be available by inspection.)	
Allotments	The council is the allotment authority for Pickering; however, the allotments are managed by Pickering Smallholders Allotment Association. For further information please contact the Treasurer, TFM Ltd, Recreation Road, Pickering, YO18 7DA.	
Burial grounds and closed churchyards	For the cemetery in Whitby Road and the closed churchyard visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> , “Publications” and look under “Cemetery” for information relating to fees and terms and conditions re Exclusive Rights of Burial and grave furniture. Hard copies available from the Town Council office, 9am-noon, Monday to Friday. A plan of the cemetery is available for inspection at the Town Council office, 9am-noon, Monday to Friday.	

Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> , “Services” in the “Town Council” section of the website. A hard copy of the website page is available from the Town Council office, 9am-noon, Monday to Friday.	
Seating, litter bins, clocks, memorials and lighting	Visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> , “Services” in the “Town Council” section of the website. A hard copy of the website page is available from the Town Council office, 9am-noon, Monday to Friday.	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements – with Highways North Yorkshire re verges and roundabout	No documents available	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	For burial and related fees visit <a href="http://www.pickering.gov.uk">www.pickering.gov.uk</a> and under “Town Council” click on “Publications”. Under cemetery you will find the current schedule of fees. Hard copies available from the council office, 9am-noon, Monday to Friday.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
<b>Additional Information</b> This will provide councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**     **The Town Clerk**  
**Pickering Town Council**  
**Memorial Hall**  
**Potter Hill**  
**Pickering**  
**YO18 8AA**  
**01751 476503    townclerk@pickering.gov.uk**

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Cost of photocopying plus administration fee.
	Postage Royal Mail 2 <sup>nd</sup> class	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		