

# Melsonby Parish Council

Clerk: Jenny Pears, T: 075858377165 e: [melsonbyp8@gmail.com](mailto:melsonbyp8@gmail.com)  
Melsonby Parish Council, c/o 14 Twinsburn Road, Heighington, Co. Durham DL5 6RL

Information available from Melsonby Parish Council under the model publication scheme – Reviewed May 2025

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  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Website/ hard copy from clerk on request	Free/ 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with email addresses)	Website/ hard copy from clerk on request	Free/ 10p per sheet
Location of main Council office and accessibility details	Website/ hard copy from clerk on request	Free/ 10p per sheet
Staffing structure	N/A	
<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	(hard copy and/or website)	
Annual return form and report by auditor	Website/ Hard copy from clerk on request	Free 10p per sheet
Finalised budget	Hard copy from clerk on request	10p per sheet
Precept	Published in minutes and financial information	Free
Financial Standing Orders and Regulations	Published on website	Free

Grants given and received	Hard copy from clerk on request	10p per sheet
List of current contracts awarded and value of contract	Hard copy from clerk on request	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from clerk on request	10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Published in minutes and available on website	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Council Meeting dates are published on website or available from Clerk on request	Free/10p per sheet
Agendas of meetings (as above)	Website/ Hard copy from clerk on request	Free 10p per sheet
Minutes of meetings (as above) –this will exclude information that is properly regarded as private to the meeting.	Website/ Hard copy from clerk on request	free 10p per sheet
Reports presented to council meeting. Note - this will exclude information that is properly regarded as private to the meeting.	Hard copy from clerk on request	10p per sheet
Responses to consultation papers	Hard copy from clerk on request	10p per sheet
Responses to planning applications	Observations are shared with planning and available to view on public planning portal.	Free
<b>Class 5 – Our policies and procedures</b>	Available to view on the website	Free

(Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:  Standing orders Code of Conduct Policy statements	Website/ Hard copy from Clerk	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website/ Hard copy from Clerk	Free 10p per sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Website Hard copy from clerk on request	Free 10p a sheet
<b>Class 6 – Lists and Registers</b>	(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)	N/A	
Assets Register	Hard copy from clerk on request	10p per sheet
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)	N/A	
Register of members' interests	Available to view on website	10p per sheet
Register of gifts and hospitality	N/A	

<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	Website and newsletter produced monthly and delivered by hand to all residents	Free
Allotments	Administered by Allotment Society	
Burial grounds and closed churchyards	Website/ Hard copy from clerk on request	Free 10p per sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Contact clerk for information	
Seating, litter bins, clocks, memorials and lighting	Managed by North Yorkshire Council	
Bus shelters	Contact the Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from clerk on request	10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

#### 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 sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority