NORTH RIGTON PARISH COUNCIL

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| **Information from your council** | **How the information can be obtained** | **Cost** |
| **Class 1 Who we are and what we do**Who’s who on the CouncilContact details for Parish Clerk and Council Members | Website Notice boards and website Hard copy (per sheet) |  NilNil10p |
| **Class 2 – What we spend and how we spend it**Annual (AGAR) return form and auditor report Finalised budget and Precept Financial Standing Orders and RegulationsGrants received List of any current contract awarded and value Members’ expenses |  Website / Inspection WebsiteHard copy (per sheet)Hard copy (per sheet)Hard copy (per sheet) | Nil / £5 per hour Nil 10p10p |
| **Class 3 – What our priorities are and how we are doing (strategies and plans, audits and reviews)** Monthly Meetings (current and previous years as a minimum) – recorded as minutes | Website / emailed newsletters | Nil |
| **Class 4 – How we make decisions** Timetabled meetings Meeting agendas Responses to consultation papers (Minuted) Responses to planning applications (Minuted) Reports presented to council meetings (Minuted-unless information properly regarded as private to the meeting)Meeting Minutes – this will exclude information that is properly regarded as private to the meeting | Website / noticeboards / Emailed newsletters Hard copy (per sheet) | Nil 10p |
| **Class 5 – Our policies and procedures** Procedural Standing Orders Council and Committee Terms of Reference Code of Conduct Policy Statements | Website / inspectionInspection via Parish ClerkWebsite Hard copy (per sheet) | Nil/£5/hourInspection £5/hourNil10p |
| **Policies and procedures for the provision of services and about the employment of staff** Equality and Diversity Policy Recruitment policies Policies and procedures for handling information requests Complaints procedures (including those covering requests for information and operating the publication scheme) | As above, where policies exist |  |
| **Class 6 – Lists and Registers** Assets Register Disclosure log (indicating information that has been provided in response to requests) Register of members’ interests Any other publicly available register or list | Inspection via Parish Clerk  | Inspection £5/hour |
| **Class 7 - the services we offer** Vehicle Activated Sign (VAS)Bench seating Provision of various bird boxes Defibrillator provisionVillage Garden and children’s play equipmentVillage Garden and General Village maintenance – maintaining flower tubs, emptying rubbish binsGrass verge cutting, within the 30mph limits, March-OctoberAnnual grass verge cutting (September/October) on 3 village approach roads, up to 30mph limitFrequent contact with NYCC Highways, reporting eg pot holes, blocked drains, impeded footpaths. |  |  |
| Additional information Nothing else as at date of adoption January 2022 |  |  |
| **Contact details** – all requests for information should be made in writing to the Parish Clerk, email northrigtonparishcouncil@gmail.com (or by post to Mr Mike Richards, Hurcroft House, Harrogate Road, Huby, Leeds, LS17 0EF) |  |  |