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 Council  Contact details for Parish Clerk and Council Members | Website  Notice boards and website  Hard copy (per sheet) | Nil  Nil  10p |
| **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 Regulations  Grants received  List of any current contract awarded and value  Members’ expenses | Website / Inspection  Website Hard copy (per sheet) Hard copy (per sheet) Hard copy (per sheet) | Nil / £5 per hour  Nil  10p  10p |
| **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 / inspection  Inspection via Parish Clerk  Website  Hard copy (per sheet) | Nil/£5/hour Inspection £5/hour Nil 10p |
| **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 provision  Village Garden and children’s play equipment  Village Garden and General Village maintenance – maintaining flower tubs, emptying rubbish bins  Grass verge cutting, within the 30mph limits, March-October  Annual grass verge cutting (September/October) on 3 village approach roads, up to 30mph limit  Frequent 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](mailto:northrigtonparishcouncil@gmail.com) (or by post to Mr Mike Richards, Hurcroft House, Harrogate Road, Huby, Leeds, LS17 0EF) |  |  |