

## Information available from Sinnington Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
<p>Who's who on the Council and its Committees</p>	<p>Go to website <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on The Parish Council. Members and details of committees are displayed. Hard copies are available from the clerk.</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Go to website <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on The Parish</p>	

	Council. Hard copies are available from the clerk.	
Location of main Council office and accessibility details	No council office but open session is held on first Thursday each month in Sinnington Village Hall, The Green, Sinnington, York from 2.30pm-4.30pm.	
Staffing structure	<b>No document available.</b>	
<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 form and report by auditor	Visit <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on Finances, under “The Parish Council” drop down menu. Hard copies are available from the clerk.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Finalised budget	<b>No document available</b>	
Precept	Visit <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on Meeting Minutes	10p per photocopied A4 sheet

	under "The Parish Council" drop down menu. Inspect the appropriate minute for the ordinary meeting held in November 2022. Hard copies are available from the clerk.	plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Borrowing Approval letter	<b>Not applicable.</b>	
Financial Standing Orders and Regulations	Hard copies are available from the clerk.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Grants given and received	<b>Not applicable.</b>	
List of current contracts awarded and value of contract	<b>Not available.</b>	
Members' allowances and expenses	To date, no expenses have been claimed this financial year. It is rare that a member will claim expenses but please contact the clerk for further information.	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		

Current and previous year as a minimum		
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.	
Quality status	Not applicable.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable.	
<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 and any committee/sub-committee meetings and parish meetings)	Visit <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and the meeting dates for council meetings appear on the home page. Hard copies are available from the clerk.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Agendas of meetings (as above)	Visit <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on Meeting Agendas under “The Parish Council” drop down menu. Agendas are also displayed on the Village Notice board at The Garth, Sinnington, York.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by

	Hard copies are available from the clerk.	Royal Mail.
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Visit <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on Meeting Minutes under “The Parish Council” drop down menu. Minutes are also displayed on the Village Notice board at The Garth, Sinnington, York. Hard copies are available from the clerk.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copies are available from the clerk.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Responses to consultation papers	Visit <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on Meeting Minutes under “The Parish Council” drop down menu and find the relevant set of minutes. Hard copies are available from the clerk.	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.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on Meeting Minutes under "The Parish Council" drop down menu and find the relevant set of minutes. Hard copies are available from the clerk.	10p per photocopied A4 sheet plus 2nd class postage if request to send by Royal Mail.
Bye-laws	Not applicable.	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Hard copies are available from the clerk	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of	No formal policy relating to	10p per photocopied A4 sheet plus 2 <sup>nd</sup>

<p>services          Equality and diversity policy          Health and safety policy          Disciplinary and Grievance policy          Sickness and Welfare policy          Dignity at Work policy          Lone Working policy          Home working policy</p> <p>Policies and procedures for handling requests for information          Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>delivery of services.          All policies relating to staff and employment are available as hard copies from the clerk.</p> <p>Visit  <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a>          and click on Policies, Procedures and Privacy Notice.          Hard copies are available from the clerk.</p>	<p>class postage if request to send by Royal Mail.</p>
<p>Information security policy</p>	<p><b>No policy formulated.</b></p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Visit  <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a>          and click on Policies, Procedures and Privacy Notice.          Hard copies are available from the clerk.</p>	<p>10p per photocopied A4 sheet plus 2<sup>nd</sup> class postage if request to send by Royal Mail.</p>
<p>Data protection policies</p>	<p>Visit  <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a></p>	<p>10p per photocopied</p>

	and click on Policies, Procedures and Privacy Notice. Hard copies are available from the clerk.	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	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)		
Assets register	Visit <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on Finances under “The Parish Council” drop down menu. Hard copies are available from the clerk.	10p per photocopied A4 sheet plus 2 <sup>nd</sup> class postage if request to send by Royal Mail.
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.	
Register of members’ interests	On the website <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and type “Councillors Register	

	of Interests” into the search the site box. Hard copies are available to view from the clerk by appointment.	
Register of gifts and hospitality	To date no councillors have received either gifts or hospitality; should either be received , it will be recorded and the information made available from the clerk on request.	
<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		
Allotments	Not applicable.	
Burial grounds and closed churchyards	Not applicable.	
Community centres and village halls	Not applicable.	
Parks, playing fields and recreational facilities	Not applicable.	
Seating, litter bins, clocks, memorials and lighting	Visit <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on Finances under “The Parish Council” drop down menu. A full list is available on the Asset Register.	

Bus shelters	Visit <a href="http://www.ryedaleconnect.org.uk">www.ryedaleconnect.org.uk</a> and click on Finances under "The Parish Council" drop down menu. A full list is available on the Asset Register.	
Markets	Not applicable.	
Public conveniences	Not applicable.	
Agency agreements	Not applicable.	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable.	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

For any document described as being available "from the clerk", please contact the clerk by emailing [sinningtonpc@yahoo.com](mailto:sinningtonpc@yahoo.com) or telephoning 01751 432524. Hard copies can also be obtained following the above procedure.

**Contact details: The Parish Clerk**  
**Sinnington Parish Council**  
**Station House**  
**Marton Road**  
**Sinnington**  
**York**  
**YO62 6RA**  
**01751 432524, [sinningtonpc@yahoo.com](mailto:sinningtonpc@yahoo.com)**

**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>		