

## COLBURN TOWN COUNCIL MODEL PUBLICATION SCHEME 2024-25

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b>                      The Town Council has 11 seats for the ward, 9 covering central Colburn Town, 1 seat for Albermarle and 1 seat for Colburn Moor. Notice boards contain list of councillors with their contact details.</p>	(hard copy on request or website)	10p a sheet printed
<p>There are 2 Committees; Planning and Open Spaces &amp; Play Parks. 5 members look at planning applications for small conversions, porch &amp; conservatory additions, fencing etc. Any housing developments (more than 1 house) are reviewed by the whole Council.                      Open Spaces meet approximately monthly to discuss any matters appertaining to the maintenance of Colburn Sidings Woods, Common Land in Colburn Village, summer grass cutting and the 7 play parks.</p>	Minutes are published on the website.	10p a sheet printed
Contact details for Parish Clerk and Council members	Lists available on notice boards and website.	
Council office is located in the Village Hall, open Mon-Fri 9 am-2 pm. There is a ramp for disabled access as well as a toilet with wheelchair accessibility.		
Staffing structure – Clerk works Mon, Wed & Fri and Deputy Clerk covers Tues and Thurs.		

<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy or website)</p> <p>Accounts and Annual Return form for 5 years published on website.</p>	<p>10p per sheet printed</p>
<p>Annual return form and report by auditor</p>	<p>Published on website</p>	
<p>Finalised budget</p>	<p>As above</p>	
<p>Precept</p>	<p>£163,000 for 2024-25</p>	
<p>Borrowing Approval letter</p>	<p>N/A</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Published on website</p>	
<p>Grants given and received</p>	<p>Shown in published monthly minutes</p>	
<p>List of current contracts awarded and value of contract</p>	<p>None currently</p>	
<p>Members' allowances and expenses</p>	<p>Mayor's Annual Allowance £1500, Deputy Mayor £300 plus mileage if claimed  No other member expenses are paid.</p>	
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>(hard copy or website)</p>	

Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	No Parish Plan	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes of Annual Meeting published on website	
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	10p per sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Town Council monthly on 3 <sup>rd</sup> Monday of month. Other meetings published on website.	
Agendas of meetings (as above) No meeting in August	Published on website and noticeboards	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Published on website. Past years achieved but available on request from office.	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Public information will be included in minutes. Specific reports may be available on request.	
Responses to consultation papers	If part of Council meeting, will be recorded in the minutes	
Responses to planning applications	Recorded in the minutes	
Bye-laws	None	

<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>(hard copy or website)</p>	<p>10p per sheet</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Standing Orders adopted  Adopted for 2 committees  None  North Yorkshire Council Code of Conduct adopted  Complaints against Town Council policy adopted  Communications Policy on website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)</p>	<p>Grievance and Disciplinary Policies for staff adopted</p> <p>Job description lists main areas of work.</p> <p>On website  On website  2 members of staff part time.  No current vacancies.</p>	

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	On website. On website.	
Information security policy		
Records management policies (records retention, destruction and archive)	On website.	
Data protection policies	General Privacy notices for published on website together with staff and councillor notices and GDPR info Audit.	
Schedule of charges (for the publication of information)	10p per sheet printed	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; 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)	None held	
Assets register	Published on website	
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)	None currently, would be published	
Register of members' interests	Published on website	
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance	(hard copy or website; some information may	

and newsletters produced for the public and businesses) Current information only	only be available by inspection)	
Allotments	Run by Colburn Allotments Association	
Burial grounds and closed churchyards	Run by Colburn, Hipswell & Scotton Joint Burial Authority	
Community centres and village halls	Colburn Leisure Centre run by Colburn Community Sports Centre. Village Hall Association has its own committee	
Parks, playing fields and recreational facilities	7 Play Parks, Sidings Woods & Common Land in Village owned by Town Council	
Seating, litter bins, clocks, memorials and lighting	Various benches with planters currently owned plus litter bins Sidings Woods. Bins in Play Parks and various dog bins.	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b>		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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**Contact details:**

Philippa Graves, Clerk & Responsible Financial Officer  
Angela Pickersgill, Deputy Clerk

Colburn Town Council  
Colburn, North Yorks DL9 4LZ  
01748 833126 or 07745 657719  
Email: [colburnto@aol.com](mailto:colburnto@aol.com)  
www.colburntowncouncil.co.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 sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	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>		

\* the actual cost incurred by the public authority