



This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Version 1 Review Oct 25

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| <b>information</b>  | monthly minutes.<br>Available on website Can<br>be inspected by<br>appointment with the<br>Clerk.   |               |
| <b>Financial Regulations</b>  | Hard copy.<br>Can be inspected by<br>appointment with the<br>Clerk.<br>Available on website   | 20p per sheet |
| <b>Grants given and received</b>                                    | Can be inspected by<br>appointment with the<br>Clerk.<br>Published in monthly<br>minutes. Available on<br>website                         | 20p per sheet |
| <b>List of current Contracts awarded and Value of<br/>Contracts</b> | Published in monthly<br>minutes. Available on<br>website  | 20p per sheet |
| <b>Finalised Budget</b>   | Hard copy.<br>Can be inspected by<br>appointment with the<br>Clerk.<br>Available on website   | 20p per sheet |
| <b>Precept information</b>  | Hard copy.<br>Can be inspected by<br>appointment with the<br>Clerk.<br>Available on website   | 20p per sheet |
| <b>Class 3 – What our priorities are and how we are<br/>doing</b>   |   |               |
| <b>Annual Report to Parish</b>                                      | Published in monthly<br>minutes. Available on<br>website  | 20p per sheet |
| <b>Class 4 – How we make decisions</b>                              |   |               |
| <b>Timetable of meetings</b>  | Available on website and<br>noticeboards.<br>Hard copy.   | 20p per sheet |
| <b>Agendas of meetings</b>  | All agendas are posted on<br>noticeboards.<br>All agendas are on the<br>website.<br>Can be inspected by<br>appointment with the<br>Clerk. | 20p per sheet |

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| <b>Minutes of meetings – excluding material that is properly considered to be exempt from disclosure</b>  | All minutes are on the website.<br>Can be inspected by appointment with the Clerk.                                | 20p per sheet |
| <b>Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure</b>  | Available in Council Minutes which can be inspected, by appointment with Clerk<br>All minutes are on the website. | 20p per sheet |
| <b>Responses to planning applications</b>   | Available in Council Minutes which can be inspected, by appointment with Clerk<br>All minutes are on the website. | 20p per sheet |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)   |   |               |
| <b>Policies and procedures for the conduct of Council business:</b> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> </ul> | Hard copy.<br>Can be inspected by appointment with the Clerk.<br>Available on website                             | 20p per sheet |
| <b>Policies and procedures for the provision of services and about the employment of staff</b>  | Hard copy.<br>Can be inspected by appointment with the Clerk.<br>Available on website                             | 20p per sheet |
| <b>Complaints Procedure</b>   | Hard copy.<br>Can be inspected by appointment with the Clerk.<br>Available on website                             | 20p per sheet |
| <b>IT policy</b>  | Hard copy.<br>Can be inspected by appointment with the Clerk.   | 20p per sheet |
| <b>Records management policy</b>  | Hard copy.<br>Can be inspected by appointment with the Clerk.   | 20p per sheet |
| <b>Data protection policies</b>   | Hard copy.<br>Can be inspected by appointment with the Clerk.   | 20p per sheet |
| <b>Class 6 – Lists and Registers</b>  |   |               |
| <b>Assets register, including details of public land and building assets</b>  | Hard copy.<br>Can be inspected by   | 20p per sheet |

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|   | appointment with the Clerk.<br>Available on website   |               |
| <b>Disclosure log indicating the information provided in response to FOIA and EIR requests.</b> | Not held  |               |
| <b>Register of members' interests</b>   | Hard copy.<br>Can be inspected by appointment with the Clerk.<br>Available on website and City of York Council website. | 20p per sheet |
| <b>Dispensation requests</b>  | Recorded in meeting minutes.<br>Available on website<br>Can be inspected by appointment with the Clerk.                 | 20p per sheet |
| <b>Register of gifts and hospitality</b>  | Hard copy.<br>Can be inspected by appointment with the Clerk.   | 20p per sheet |
| <b>Class 7 – The services we offer</b>  |   |               |
| <b>Wheldrake Playpark</b>   | Information available on WPC website.<br>Hard copy.<br>Can be inspected by appointment with the Clerk.                  | 20p per sheet |
| <b>Seating, planters, noticeboards, litter bins and areas listed on the asset register.</b>     | Information available on WPC website.<br>Hard copy.<br>Can be inspected by appointment with the Clerk.                  | 20p per sheet |

### Schedule of charges

| TYPE OF CHARGE           | DESCRIPTION                                  | BASIS OF CHARGE   |
|--------------------------|--|---|
| <b>Disbursement cost</b> | Photocopying @ 20p per sheet (black & white) | Actual cost *   |
|                          | Photocopying per sheet (colour)              | Not available   |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class/large letter cost. |

\* the actual cost incurred