



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street

Pateley Bridge, HARROGATE HG3 5LE

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FREEDOM OF INFORMATION ACT – NEW MODEL PUBLICATION SCHEME 2008

In line with Section 20 of the Freedom of Information Act 2000, the Information Commissioner developed and approved a new scheme which replaces the 2003 scheme adopted by Parish and Town Councils in that year. The new scheme was adopted by Pateley Bridge Town Council on 2 December 2008. There are seven classes of information in the new scheme and these are detailed below. Specific information included in each class can be viewed on the Pateley Bridge Town Council website or at the Council offices, by prior arrangement.

Class 1 – Who we are and what we do

Class 2 – What we spend and how we spend it

Class 3 – What our priorities are and how we are doing

Class 4 – How we make decisions

Class 5 – Our policies and procedures

Class 6 – Lists and Registers

Class 7 – The services we offer

Contact details for the Council and Clerk are shown above. The Clerk, Ms Laura Jowett, works for sixty hours per month, and can be contacted during normal working hours by phone or email.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard Copy (contact Clerk)	10p/sheet
Contact details for Parish Clerk and Council members	Website	
Class 2 – What we spend and how we spend it		
Annual return and report by auditor	Website or Hard Copy	10p/sheet
Finalised budget / Precept	Website or Hard Copy	10p/sheet
Financial Standing Orders and Regulations	Website or Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
Class 3 – What are our priorities are and how we are doing Annual Reports to Parish Assembly	Website or Hard Copy	10p/sheet
Class 4 - How we make decisions Agenda / Minutes Reports presented at Council Meetings Responses to consultation papers Responses to planning applications	Minutes on website or Hard Copy	10p/sheet
Class 5 – Our policies and procedures Code of Conduct / Standing Orders Committee Terms of Reference Delegated authority to the Clerk Policies Complaints procedure	Website or Hard Copy	10p/sheet

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Asset Register Register of Members Interests	Website or Hard Copy Website	10p/sheet
Class 7 – The Services we offer Allotments Parks and Play Areas Public Seats Bus shelters	Website	