



## Tockwith with Wilstrop Parish Council

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### **INFORMATION AVAILABLE FROM TOCKWITH WITH WILSTROP PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME**

*ALL ITEMS MARKED HARD COPY ARE AVAILABLE AT COST SHOWN PER SHEET, E-MAIL AND WEBSITE ITEMS ARE FREE.*

Information to be published	How the information can be obtained	Cost
<b><u>Class 1</u></b>  <b>Who is who on the Council</b>  <b>Membership of Council Committees</b>  <b><u>Staffing Structure</u></b> Parish Clerk/Responsible Financial Officer	<i>All of this information is available via</i>  <i>Hard Copy</i>  <i>Website</i>	<i>20p per sheet</i>

<p><b><u>Contact details for Officers of the Council:</u></b></p> <p><b>Proper Officer - Joy Richardson (Parish Clerk)</b>  Tockwith with Wilstrop Parish Council  c/o 2 Station Court  Tollerton  YORK  YO61 1RH</p> <p>Tel: 07929 372352  e-mail: parish.clerk@tockwith.gov.uk</p> <p><b><u>Website</u></b>  <b>www.tockwith.gov.uk</b></p> <p><b><u>Class 2 - What we spend and how we spend it</u></b></p> <p><b><u>Annual Returns:</u></b>  <b>31/03/2009</b>  <b>31/03/2010</b>  <b>31/03/2011</b>  <b>31/03/2012</b>  <b>31/03/2013</b>  <b>31/03/2014</b>  <b>31/03/2015</b>  <b>31/03/2016</b></p> <p><b><u>Annual budgets:</u></b></p>	<p><i>Hard Copy</i></p> <p><i>All available on Website</i></p> <p><i>Available on the Website</i></p>	<p><i>20p per sheet</i></p>
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<b><u>Annual accounts, auditor reports and supporting information:</u></b>	<i>Available on the Website</i>	
<b><u>Financial Standing Orders and Regulations:</u></b>	<i>Available on the Website</i>	
<b><u>Invoices presented for payment:</u></b>	<i>Published in monthly agenda's and Parish Council Minutes. Available on the Website Hard Copy</i>	<i>20p per sheet</i>
<b><u>Grants given and received:</u></b>	<i>Published in monthly Parish Council minutes. Available on the Website</i>	
<b><u>List of Current Contracts awarded and Value of Contracts</u></b>	<i>When/if applicable published on Website <b>Not currently applicable</b></i>	
<b><u>Members Allowances and Expenses</u></b> Mileage and training expenses to be agreed at monthly Parish Council meetings.	<i>Published in monthly Parish Council minutes at time of agreement. Can be inspected by appointment with the Clerk. Available on the Website</i>	<i>20p per sheet</i>

<p><b><u>Class 3 - What our priorities are and how we are doing:</u></b></p> <p><b><u>Annual Report to Parish</u></b></p>	<p><i>Published in Annual Council Meeting Minutes. Available on the Website Hard Copy</i></p>	<p><i>20p per sheet</i></p>
<p><b><u>Class 4 - How we make decisions:</u></b></p> <p><b><u>Schedule of meetings (Council, any committee/sub-committee meetings and parish meetings)</u></b></p>	<p><i>Posted on the Website Hard Copy</i></p>	<p><i>20p per sheet</i></p>
<p><b><u>Agendas of meetings</u></b></p>	<p><i>Current agenda posted on the Website within the required legal timescales. Also posted on Village Notice Boards Hard Copy</i></p> <p><i>Copies of Previous Agendas can be inspected by appointment with the Parish Clerk or requested electronically from the Parish Clerk.</i></p>	<p><i>20p per sheet</i></p>
<p><b><u>Minutes of meetings:</u></b></p>	<p><i>Signed/agreed minutes posted on the Website. Can be inspected by appointment with the Parish Clerk or requested electronically from the Parish Clerk. Hard Copy</i></p>	<p><i>20p per sheet</i></p>

<p><b><u>Reports presented to Council Meetings:</u></b></p>	<p>Available within the Parish Council minutes posted on the Website. Can be inspected by appointment with the Parish Clerk or requested electronically from the Parish Clerk. Hard Copy</p>	<p>20p per sheet</p>
<p><b><u>Responses to Consultations:</u></b></p>	<p>Available within or as appendices to the Parish Council minutes. Can be inspected by appointment with the Parish Clerk or requested electronically from the Parish Clerk. Hard Copy</p>	<p>20p per sheet</p>
<p><b><u>Responses to planning applications:</u></b></p>	<p>Available within the Parish Council minutes. Can be inspected by appointment with the Parish Clerk or requested electronically from the Parish Clerk. Hard Copy</p>	<p>20p per sheet</p>
<p><b><u>Byelaws:</u></b></p>	<p>Not applicable</p>	



<p><b><u>Class 5 - Our policies and procedures</u></b></p> <p><b><u>Policies and procedures for the conduct of council business:</u></b></p> <p><b>Standing Orders</b>  <b>Committee Terms of Reference</b>  <b>Code of Conduct</b></p> <p><b>Delegated authority in respect of officers</b></p> <p><b>Policy statements</b></p> <p><b><u>Internal policies relating to the delivery of services:</u></b></p> <p><b>Equality and Diversity Policy</b>  <b>Health and Safety Policy</b>  <b>Freedom of Information Request Policy</b>  <b>Complaints Procedures</b>  <b>Document Retention Policy</b>  <b>Data Protection Policy</b></p>	<p><i>Available on the Website</i>  <i>Can be inspected by appointment with the Parish Clerk</i>  <i>Hard Copy</i></p> <p><i>Not applicable</i></p> <p><i>Not applicable</i></p> <p><i>Within the Allotment Tenancy Agreement which is available on the Website</i>  <i>Can be inspected by appointment with the Parish Clerk.</i>  <i>Hard Copy</i></p>	<p><i>20p per sheet</i></p> <p><i>20p per sheet</i></p>
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