

## **HAXBY TOWN COUNCIL**

### **PUBLICATION SCHEME**

In accordance with the Freedom of Information Act, town/parish councils are required to give members of the public access to various documents relating to the day to day running of the council. This is known as the Publication Scheme.

The information contained in the Publication Scheme for Haxby Town Council can be accessed in two ways:

- Hard copies available at the council office at the Memorial Hall in Haxby.
- Electronic versions available by viewing the council's website:  
[Haxby Town Council: Haxby Town Council](#)

A large print version can be obtained on application to the town clerk:

Email: [clerk@haxbytowncouncil.gov.uk](mailto:clerk@haxbytowncouncil.gov.uk)

Tel: 01904 750378

## INFORMATION AVAILABLE FROM HAXBY TOWN COUNCIL UNDER THE PUBLICATION SCHEME

*ALL ITEMS MARKED HARD COPY ARE AVAILABLE AT A COST OF 5P PER SHEET. E-MAIL OR WEBSITE ITEMS ARE FREE.  
ITEMS MARKED WEBSITE ARE ALSO AVAILABLE BY E-MAIL.*

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 – Who we are and what we do</b> (Organisational information, structure, locations and contacts) This will be current information only</p>		
<p><b>Who is who on the Council</b></p>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Website</li> </ul>	<p>5 pence per sheet</p>
<p><b>Contact details for Town Clerk</b></p> <p>Alan Draper Council office Memorial Hall The Village Haxby YO32 3HT Email: <a href="mailto:clerk@haxbytowncouncil.gov.uk">clerk@haxbytowncouncil.gov.uk</a> Tel: 01904 750378</p>		

<p><b>Location of Council Office and accessibility details:</b>  Council Office, Memorial Hall, The Village, Haxby, YO32 3HT  Open to the public 9.30 am – 12 noon Monday to Thursday</p>		
<p><b>Membership of Council Committees</b></p>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Website</li> </ul>	<p>5 pence per sheet</p>
<p><b>Staffing Structure</b>  Town Clerk Admin Officer Grounds workers</p>		
<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)  Current and previous financial year as a minimum</p>		
<p><b>Annual Return</b></p>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Email</li> </ul>	<p>5 pence per sheet</p>
<p><b>Finalised Budget</b>  2023-24 Budget £198,000  2024-25 Budget £207,359</p>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Email</li> </ul>	<p>5 pence per sheet</p>
<p><b>Precept</b>  2023-24 Precept £145,645  2024-25 Precept £153,233</p>		

<b>Borrowing Approval letter</b> Not applicable		
<b>Financial Standing Orders and Regulations</b>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Website</li> </ul>	5 pence per sheet
<b>List of current contracts awarded and value of contracts</b>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Email</li> </ul>	5 pence per sheet
<b>Members' allowances and expenses</b> Only mileage expenses paid (£0.45 per mile) when travelling on council business outside of the parish.		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<b>Town Plan</b> TBC		
<b>Annual Report to Town Meeting</b>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Email</li> </ul>	5 pence per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous could year as a minimum		
<b>Timetable of meetings</b>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Website</li> </ul>	5 pence per sheet
<b>Agendas of meetings</b>	<ul style="list-style-type: none"> <li>• Hard copy</li> </ul>	5 pence

	<ul style="list-style-type: none"> <li>• Website</li> <li>• Noticeboard (outside office)</li> </ul>	per sheet
<b>Minutes of meetings</b>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Website</li> </ul>	5 pence per sheet
<b>Responses to consultation papers</b> All available in the minutes (usually Full Council meetings)	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Website</li> </ul>	5 pence per sheet
<b>Responses to planning applications</b> All available in the minutes (usually Planning Committee meetings)	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Website</li> </ul>	5 pence per sheet
<b>Bye-laws</b>	<ul style="list-style-type: none"> <li>• Hard copy</li> </ul>	5 pence per sheet

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>		
<p><b>Policies and procedures for the conduct of Council business:</b>  Procedural Standing Orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of conduct  Records management policy</p>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Website</li> </ul>	<p>5 pence per sheet</p>
<p>Currently under review:  Records management policy  Health and Safety policy  Complaints procedures  Data protection policies</p>	<ul style="list-style-type: none"> <li>• Currently under review so will be available in due course</li> </ul>	
<p><b>Policies and procedures for the provision of services and about the employment of staff</b>  Currently under review:  Grievance policy  Disciplinary policy  Equality and diversity policy  Recruitment policy</p>	<ul style="list-style-type: none"> <li>• Currently under review so will be available in due course</li> </ul>	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Asset register	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Email</li> </ul>	5 pence per sheet
Register of members' interests	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Email</li> </ul>	5 pence per sheet
Register of gifts and hospitality	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Email</li> </ul>	5 pence per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletter produced for the public and businesses.) Current information only.		
<b>Allotments</b> – Station Road site	Operated by town council	

<b>Burial grounds and closed churchyards – Haxby and Wigginton Cemetery</b>	Operated jointly by town council and Wigginton Parish Council	
<b>Community centre and village halls</b>	None	
<b>Parks, playing fields and recreational facilities –</b> Ethel Ward Playing Field Mancroft Open Space Ashwood Glade Open Space	Operated and owned by town council	
<b>Seating, litter bins, clocks, memorials and lighting</b> Haxby Town Clock – Memorial Hall	Owned by town council	
<b>Bus shelters</b>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Email</li> </ul>	5 pence per sheet
<b>Markets</b>	None.	
<b>Public conveniences</b>	None.	
<b>Agency agreements</b>	None.	



<b>A summary of services for which the council is entitled to recover a fee, together with those fees</b>	<ul style="list-style-type: none"> <li>• Hard copy</li> <li>• Email</li> </ul>	5 pence per sheet
<b>Additional Information</b>		

### Contact details:

Towen Clerk: Alan Draper  
 Council Office  
 Memorial Hall  
 Haxby  
 YO32 3HT

Telephone: 01904 750378  
 Email: [clerk@haxbytowncouncil.gov.uk](mailto:clerk@haxbytowncouncil.gov.uk)  
 Website: [www.haxbytowncouncil.gov.uk](http://www.haxbytowncouncil.gov.uk)

We will respond to all requests within the statutory 20 working days timescale. If for any reason we cannot respond within 20 working days, we will inform you accordingly and explain why.

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying - 5p per sheet (black and white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class, recorded if requested.
<b>Statutory fee</b>		In accordance with the relevant legislation.
<b>Other</b>		