

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

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.*

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

<p>Location of Council Office and accessibility details: Council Office, Memorial Hall, The Village, Haxby, YO32 3HT Open to the public 9.30 am – 12 noon Monday to Thursday</p>		
<p>Membership of Council Committees</p>	<ul style="list-style-type: none"> • Hard copy • Website 	Free
<p>Staffing Structure Town Clerk Admin Officer Grounds workers</p>		
<p>Class 2 – What we spend and how we spend it (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>Annual Return</p>	<ul style="list-style-type: none"> • Hard copy • Email 	Free
<p>Finalised Budget 2023-24 Budget £198,000 2024-25 Budget £207,359</p>	<ul style="list-style-type: none"> • Hard copy • Email 	Free
<p>Precept 2023-24 Precept £145,645 2024-25 Precept £153,233</p>		

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

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

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies and procedures for the conduct of Council business: 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"> • Hard copy • Website 	Free
<p>Currently under review: Records management policy Health and Safety policy Complaints procedures Data protection policies</p>	<ul style="list-style-type: none"> • Currently under review so will be available in due course 	
<p>Policies and procedures for the provision of services and about the employment of staff Currently under review: Grievance policy Disciplinary policy Equality and diversity policy Recruitment policy</p>	<ul style="list-style-type: none"> • Currently under review so will be available in due course 	

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

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

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

Contact details:

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

Telephone: 01904 750378
Email: clerk@haxbytowncouncil.gov.uk
Website: 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
Disbursement cost	Photocopying – free (within reason)	
	Postage	Actual cost of Royal Mail standard 2 nd class, recorded if requested.
Statutory fee		In accordance with the relevant legislation.
Other		