



Knaresborough
Town Council

FREEDOM OF INFORMATION ACT – NEW MODEL PUBLICATION SCHEME

In line with Section 20 of the Freedom of Information Act 2000, the Information Commissioner has now 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 Knaresborough Town Council on 15th December 2008 and became operational from 1st January 2009. There are 7 classes of information in the new scheme and these are detailed below.

Specific information included in each class can be viewed on the Knaresborough Town Council website (follow the “Home” link and then ‘Freedom of Information’) or at the Council Offices, Knaresborough House, High Street, Knaresborough.

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

Knaresborough Town Council, Knaresborough House, High Street, Knaresborough

Tel: 01423 864080 E: clerk@knaresboroughtowncouncil.gov.uk

www.knaresboroughtowncouncil.gov.uk

Normal Office Hours are: Monday – Thursday 9:00am – 12:30pm.

Information available from Knaresborough Town Council under the Model Publication Scheme

	How the information can be obtained:	How much will it cost?
Class 1 – Who we are and what we do www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Who's who on the Council and its Committees?	Website Council notice Board Hard Copy	Free Free 10p/sheet
Contact details for the Town Clerk and Council Members	Website Council Notice Board Hard Copy	Free Free 10p/sheet
Location of Council office and accessibility details	Website Council Notice Board Hard Copy	Free Free 10p/sheet
Class 2 – What we spend and how we spend it www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Annual Return Form and Report from Auditor	Hard Copy	10p/sheet
Finalised Budget	Website Hard Copy	Free 10p/sheet
Precept	Hard Copy	10p/sheet
Financial Standing Orders and Regulations	Hard Copy	10p/sheet
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value	Hard Copy	10p/sheet
Mayoral Allowance	Hard Copy	10p/sheet
Class 3 – What our priorities are and how we are doing www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Parish Plan (current and previous year)	HBC District Local Plan www.harrogate.gov.uk	01423 500600
Annual Report to Parish or Community Meeting	Hard Copy	10p/sheet
Class 4 – How we make decisions www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Timetable of Meetings (Council, Committees, Sub-Committees and Parish Meetings)	Website Council Notice Board Hard Copy	Free Free 10p/sheet

Agendas of Meetings	Website Council Notice Board Hard Copy	Free Free 10p/sheet
Minutes of Meetings	Website Hard Copy	Free 10p/sheet
Reports presented to Council Meetings	Hard Copy	10p/sheet
Responses to Consultation Papers	Hard Copy	10p/sheet
Responses to Planning Applications	Hard Copy	10p/sheet
Bye-laws	Harrogate Borough Council	01423 500600
Class 5 – Our Policies and Procedures www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Policies and procedures for Council business: Procedural Standing Orders Committee Terms of Reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy	10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and Diversity Policy Health and Safety Policy Recruitment Policies (including vacancies) Policies and Procedures for handling requests for information Complaints procedures (including those covering requests for information and operating	Hard Copy	10p/sheet
Information Security Policy	Hard Copy	10p/sheet
Data Protection Policies	Hard Copy	10p/sheet
Charges (publication of information)	Hard Copy	10p/sheet
Class 6 – Lists and Registers www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Register of Electors	Available for inspection in the Clerk's Office	
Asset Register	Hard Copy	10p/sheet
Register of Members' Interests	Hard Copy	10p/sheet
Class 7 – The Services We Offer www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Allotments	Contact Clerks Office	01423 864080
Burial Grounds & Closed Churchyards	Harrogate Borough Council	01423 500600

	www.harrogate.gov.uk	
Community Centres & Village Halls	Knareborough Community Centre Chain Lane Community Centre	01423 862702 01423 795320
Parks, Playing Fields & Recreational Facilities	Harrogate Borough Council www.harrogate.gov.uk	01423 500600
Seating, Litter Bins, Clocks, Memorials & Lighting	Harrogate Borough Council www.harrogate.gov.uk	01423 500600
Bus Shelters	Harrogate Borough Council www.harrogate.gov.uk	01423 500600
Markets	Harrogate Borough Council www.harrogate.gov.uk	01423 500600
Public Conveniences	Harrogate Borough Council www.harrogate.gov.uk	01423 500600
Additional Information www.knaresboroughtowncouncil.gov.uk T: 01423 864080		
Tourist Information Knareborough	01423 866886	
Garden Refuse Sacks (Harrogate Borough Council)	Harrogate Borough Council www.harrogate.gov.uk	01423 500600

TYPE OF CHARGE	DESCRIPTION	COST
Disbursement Cost	Photocopying (back & white) A4	10p per sheet
	Photocopying (colour)	20p per sheet
	Photocopying (back & white) A3	20p per sheet
	Photocopying (colour) A3	40p per sheet
	Laminating A4 only	30p per sheet
Postage	Royal Mail standard 2 nd Class	Actual Cost of second class