

KNARESBOROUGH TOWN COUNCIL

Nicola Smith
Clerk to the Council

Office Hours
9:00am – 12:30pm
Monday – Friday



Knaresborough House
High Street
Knaresborough
North Yorkshire HG5 0HW

Tel: 01423 864080

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 it will become 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 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 – Friday 9:00am – 12:30pm.

Clerk: Mrs Nicola Smith; Deputy Clerk: Mrs Margaret Richards;

Office Assistant: Miss Angela Pulman

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 5p/sheet
Contact details for the Town Clerk and Council Members	Website Council Notice Board Hard Copy	Free Free 5p/sheet
Location of main Council office and accessibility details	Website Council Notice Board Hard Copy	Free Free 5p/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	5p/sheet
Finalised Budget	Website Hard Copy	Free 5p/sheet
Precept	Hard Copy	5p/sheet
Financial Standing Orders and Regulations	Hard Copy	5p/sheet
Grants given and received	Hard Copy	5p/sheet
List of current contracts awarded and value of contract	Hard Copy	5p/sheet
Mayoral Allowance	Hard Copy	5p/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	5p/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 5p/sheet
Agendas of Meetings	Website Council Notice Board Hard Copy	Free Free 5p/sheet
Minutes of Meetings	Website Hard Copy	Free 5p/sheet
Reports presented to Council Meetings	Hard Copy	5p/sheet
Responses to Consultation Papers	Hard Copy	5p/sheet
Responses to Planning Applications	Hard Copy	5p/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 the conduct of Council business: Procedural standing orders Committee and Sub-Committee Terms of Reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy	5p/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 current vacancies) Policies and Procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the	Hard Copy	5p/sheet
Information Security Policy	Hard Copy	5p/sheet
Data Protection Policies	Hard Copy	5p/sheet
Schedule of Charges (for the publication of information)	Hard Copy	5p/sheet

Class 6 – Lists and Registers

www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080

Register of Electors	Available for inspection in the Clerk's Office	
Assets Register	Hard Copy	5p/sheet
Register of Members' Interests	Hard Copy	5p/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 www.harrogate.gov.uk	01423 500600
Community Centres & Village Halls	Knaresborough 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	01423 500600

	Council www.harrogate.gov.uk	
Public Conveniences	Harrogate Borough Council www.harrogate.gov.uk	01423 500600
Additional Information www.knaresboroughtowncouncil.gov.uk T: 01423 864080		
Tourist Information Knaresborough	01423 866886	
Revenue & Benefits Collection Point (Harrogate Borough Council)	01423 556677	Knaresborough House (Wednesday mornings only)
Garden Refuse Sacks	Harrogate Borough Council www.harrogate.gov.uk	01423 500600

TYPE OF CHARGE	DESCRIPTION	
Disbursement Cost	Photocopying @ 5p per sheet (back and white)	
	Photocopying @ 10p per sheet (colour)	
	Photocopying @ 10p per sheet (A3 black and white)	
	Photocopying @ 20p per sheet (A3 colour)	
	Laminating @ 15p per sheet	
Postage	Actual Cost of Royal Mail standard 2 nd Class	