



**Knaresborough**  
Town Council

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## **FREEDOM OF INFORMATION ACT – NEW MODEL PUBLICATION SCHEME**

In line with Section 20 of the Freedom of Information Act 2000, the Information Commissioner approved a model publication scheme to be adopted by local councils.

This publication scheme commits the Council to make information available to the public as part of its normal business activities.

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](mailto:clerk@knaresboroughtowncouncil.gov.uk)

[www.knaresboroughtowncouncil.gov.uk](http://www.knaresboroughtowncouncil.gov.uk)

Normal Office Hours: 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?
<b>Class 1 – Who we are and what we do:</b> www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Who's who on the Council and its Committees?	Website Electronic Hard Copy	Free Free 10p/sheet
Contact details for the Town Clerk and Council Members	Website Electronic Hard Copy	Free Free 10p/sheet
Location of Council office and accessibility details	Website Electronic Hard Copy	Free Free 10p/sheet
<b>Class 2 – What we spend and how we spend it:</b> www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Statement of Accounts and internal audit report in the format included in the Annual Governance and Accounts Report	Website Electronic Hard Copy	Free Free 10p/sheet
Finalised Budget	Website Electronic Hard Copy	Free Free 10p/sheet
Precept	Website Electronic Hard Copy	Free Free 10p/sheet
Items of Expenditure <i>(included in the minutes of the Finance Committee)</i>	Website Electronic Hard Copy	Free Free 10p/sheet
Financial Standing Orders and Regulations	Website Electronic Hard Copy	Free Free 10p/sheet
Grants given and received	Website Electronic Hard Copy	Free Free 10p/sheet
List of current contracts awarded and value.	Website Electronic Hard Copy	Free Free 10p/sheet
Mayoral Allowance	Electronic Hard Copy	Free 10p/sheet
<b>Class 3 – What our priorities are and how we are doing:</b> www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Annual Town Meeting Report	Website Electronic Hard Copy	Free Free 10p/sheet

Annual Governance statement in format included in the Annual Governance and Accounts Report	Website Electronic Hard Copy	Free Free 10p/sheet
Local Council Award Status	Website Electronic Hard Copy	Free Free 10p/sheet
Business Plan 2024 – 2027 <i>(including most recent version of action plan)</i>	Website Electronic Hard Copy	Free Free 10p/sheet
<b>Class 4 – How we make decisions:</b> www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Timetable of Meetings <i>(Council, Committees and Town Meeting)</i>	Website Electronic Hard Copy	Free Free 10p/sheet
Agendas of Meetings <i>(Published on website and noticeboard at least 3 days prior to meeting)</i>	Website Electronic Hard Copy	Free Free 10p/sheet
Minutes of Meetings	Website Electronic Hard Copy	Free Free 10p/sheet
Reports presented to Council Meetings <i>N.B this will exclude information that is properly considered to be exempt from disclosure</i>	Website Electronic Hard Copy	Free Free 10p/sheet
Responses to Consultation Papers	Electronic Hard Copy	Free 10p/sheet
Responses to Planning Applications <i>(All comments can be viewed at northyorks.gov.uk/planning and conservation)</i>	Website (as part of the planning committee minutes) Electronic Hard Copy	Free  Free 10p/sheet
<b>Class 5 – Our Policies and Procedures</b> www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Policies and procedures for Council business: <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website Electronic Hard Copy	Free Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equality and Diversity Policy</li> <li>• Health and Safety Policy</li> <li>• Recruitment Policies (including vacancies)</li> <li>• Policies and Procedures for handling requests for information</li> </ul>	Website Electronic Hard Copy	Free Free 10p/sheet

<ul style="list-style-type: none"> <li>Complaints procedures (including those covering requests for information and operating)</li> </ul>		
Records Management, personal data and access to information policies: <ul style="list-style-type: none"> <li>Records retention</li> <li>Data protection</li> </ul>	Website Electronic Hard Copy	Free Free 10p/sheet
Schedule of Charges (for the publication of information)	Hard Copy	10p/sheet
<b>Class 6 – Lists and Registers</b> www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Asset Register	Website Electronic Hard Copy	Free Free 10p/sheet
Register of Members' Interests	Website Electronic Hard Copy	Free Free 10p/sheet
<b>Class 7 – The Services We Offer</b> www.knaresboroughtowncouncil.gov.uk Tel: 01423 864080		
Allotments	Website Electronic Hard Copy	Free Free 10p/sheet
Playing Fields King George V Field, Stockwell	Contact the Clerk's Office	01423 864080
<b>Additional Information</b> www.knaresboroughtowncouncil.gov.uk T: 01423 864080		
<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>COST</b>
Disbursement Cost	Photocopying (black & white) A4	10p per sheet
	Photocopying (colour)	20p per sheet
	Photocopying (black & white) A3	20p per sheet
	Photocopying (colour) A3	40p per sheet
	Laminating A4 only	30p per sheet
Postage	Royal Mail standard 2 <sup>nd</sup> Class	Actual Cost of second class