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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**

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| 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 are: Monday – Thursday 9:00am – 12:30pm. |

**Information available from Knaresborough Town Council under the Model Publication Scheme**

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|  | **How the information can be obtained:** | **How much will it cost?** |
| **Class 1 – Who we are and what we do:**  [www.knaresboroughtowncouncil.gov.uk](http://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 |
| **Class 2 – What we spend and how we spend it:**  [www.knaresboroughtowncouncil.gov.uk](http://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  *(included in the minutes of the Finance Committee)* | 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 |
| **Class 3 – What our priorities are and how we are doing:**  [www.knaresboroughtowncouncil.gov.uk](http://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  *(including most recent version of action plan)* | Website  Electronic  Hard Copy | Free  Free  10p/sheet |
| **Class 4 – How we make decisions:**  [www.knaresboroughtowncouncil.gov.uk](http://www.knaresboroughtowncouncil.gov.uk) Tel: 01423 864080 | | |
| Timetable of Meetings  *(Council, Committees and Town Meeting)* | Website  Electronic  Hard Copy | Free  Free  10p/sheet |
| Agendas of Meetings  *(Published on website and noticeboard at least 3 days prior to meeting)* | Website  Electronic  Hard Copy | Free  Free  10p/sheet |
| Minutes of Meetings | Website  Electronic  Hard Copy | Free  Free  10p/sheet |
| Reports presented to Council Meetings  *N.B this will exclude information that is properly considered to be exempt from disclosure* | Website  Electronic  Hard Copy | Free  Free  10p/sheet |
| Responses to Consultation Papers | Electronic  Hard Copy | Free  10p/sheet |
| Responses to Planning Applications  *(All comments can be viewed at northyorks.gov.uk/planning and conservation)* | Website (as part of the planning committee minutes)  Electronic  Hard Copy | Free  Free  10p/sheet |
| **Class 5 – Our Policies and Procedures**  [www.knaresboroughtowncouncil.gov.uk](http://www.knaresboroughtowncouncil.gov.uk) Tel: 01423 864080 | | |
| Policies and procedures for Council business:   * Procedural Standing Orders * Committee and sub-committee terms of reference * Delegated authority in respect of officers * Code of Conduct * Policy statements | Website  Electronic  Hard Copy | Free  Free  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 | Website  Electronic  Hard Copy | Free  Free  10p/sheet |
| Records Management, personal data and access to information policies:   * Records retention * Data protection | Website  Electronic  Hard Copy | Free  Free  10p/sheet |
| Schedule of Charges (for the publication of information) | Hard Copy | 10p/sheet |
| **Class 6 – Lists and Registers**  [www.knaresboroughtowncouncil.gov.uk](http://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 |
| **Class 7 – The Services We Offer**  [www.knaresboroughtowncouncil.gov.uk](http://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 |
| **Additional Information**  [www.knaresboroughtowncouncil.gov.uk](http://www.knaresboroughtowncouncil.gov.uk) T: 01423 864080 | | |
| **TYPE OF CHARGE** | **DESCRIPTION** | **COST** |
| 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 2nd Class | Actual Cost of second class |

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