

POTTO PARISH COUNCIL

District
Hambleton

County
North Yorkshire

PUBLICATION SCHEME 2023

Information available from Potto Parish Council under the publication scheme.

Information to be published	How the information can be obtained.
Class1 - Who we are and what we do	
Who's who on the Council and its Committees	Notice Board
Contact details for Parish Clerk and Council members	Potto Website
Staffing structure	HDC Website
	Hard Copy
Class 2 – What we spend and how we spend it	
Annual return form and report by auditor	Notice Board
	Website
	Hard Copy
Finalised budget	Hard Copy
Precept	Hard Copy
Financial Standing Orders and Regulations	Hard Copy
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	N/A
Class 3 – What our priorities are and how we are doing	
Parish Plan	Website
	Hard Copy
Annual Report to Parish	Notice Board
	Hard Copy
Quality status	N/A
Class 4 – How we make decisions	
Timetable of meetings	Notice Board
	Website
Agendas of meetings	Notice Board
	Website
Minutes of meetings	Notice Board
	Website
Reports presented to council meetings.	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	HDC Planning Portal
Class 5 – Our policies and procedures	
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Hard Copy
	Website
Policy statements	
Policies and procedures for the provision of services and about the employment of staff:	Hard Copy

POTTO PARISH COUNCIL

District
Hambleton

County
North Yorkshire

Policies and procedures for handling requests for information Complaints procedures	Website Hard Copy
Class 6 – Lists and Registers	
Assets register	Hard Copy
Register of members' interests	Hard Copy HDC Website
Class 7 – The services we offer	
Seating,	Hard Copy
Salt Bins	Hard Copy
Verge Grass Cutting	Hard Copy
Public Rights of Way	
Additional Information	

Contact details: Email: PottoPC@btinternet.com

Tel: 01642 700077

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	General fee for requests of large amounts or repeated requests for information.	£ 10 administration cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority.