



Clifford Parish Council

Clerk to the Parish Council: Mr Peter Seed,
1 Mill Dam, Clifford, Wetherby, LS23 6EZ
☎07500 462279 e-mail: clerk@clifford-pc.org.uk

MANDATORY INFORMATION SCHEME Freedom of Information Act - new model publication scheme

The **Model Publication Scheme** has been adopted by the Parish Council and came into effect on 1st January 2009

The scheme commits the parish council to making available, the following information (where it exists) which is available in electronic or hard copy form at a charge, where cost is incurred, of 10p per A4 sheet plus any postage costs. Additional charges can be made for certain types of information request (these could relate to the time taken to deal with a request) where advance warning is required and advance payment may be requested.

- **Who we are and what we do** - organisational information, locations and contacts, constitutional and legal governance
- **What we spend and how we spend it** - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **What our priorities are and how we are doing** - strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions** - policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures** - current written protocols for delivering our functions and responsibilities
- **Lists and registers** - information held in registers required by law and other lists and registers relating to the functions of the authority
- **The services we offer** - advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

A detailed list of what information is covered by this scheme is available from the Clerk to the Parish Council as detailed above

Information available from Clifford Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Council Website Clifford Directory From the Clerk
Contact details for Parish Clerk and Council members	Council Notice board at Village Hall Council Website Monthly notice in Clifford Outlook From the Clerk
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Income & Expenditure Statements	Council web site Clifford Directory
Financial Standing Orders and Regulations	Council web site From the Clerk
Annual Return	From the Clerk
Grants given and received	From the Clerk
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report of the Council	Council website Clifford Directory From the Clerk
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Schedule of meetings	Website Monthly notice in Clifford Outlook From the Clerk
Agendas of meetings	Website Village hall noticeboard From the Clerk
Minutes of meetings	Website Village hall noticeboard From the Clerk
Responses to planning applications	From the Clerk Leeds City Council Planning Portal
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: Standing Orders Complaints Procedure Code of Conduct	Website From the Clerk
Class 6 – Lists and Registers	
Assets Register	From the Clerk
Register of members' interests	Leeds City Council website – link from council website From the Clerk
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	Website From the Clerk
Village Greenspaces	Clifford Directory Website From the Clerk