

Information available from Knaresborough Town Council under the model publication scheme

Website address: - www.knaresboroughtowncouncil.co.uk	How the information can be obtained	
Class1 - Who we are and what we do www.knaresboroughtowncouncil.co.uk	Tel:- 01423 864080	
Who's who on the Council and its Committees	Website Council Notice Board Hard Copy (contact Clerk)	Free Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Council Notice Board Hard Copy (contact Clerk)	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Council Notice Board Hard Copy (contact Clerk)	Free Free 10p/sheet
Class 2 – What we spend and how we spend it www.knaresboroughtowncouncil.co.uk	Tel:- 01423 864080	
Annual return form and report by auditor	Hard Copy (contact Clerk)	10p/sheet
Finalised budget	Hard Copy (contact Clerk)	10p/sheet
Precept	Hard Copy (contact Clerk)	10p/sheet
Financial Standing Orders and Regulations	Hard Copy (contact Clerk)	10p/sheet
Grants given and received	Hard Copy (contact Clerk)	10p/sheet
List of current contracts awarded and value of contract	Hard Copy (contact Clerk)	10p/sheet
Mayoral allowance	Hard Copy (contact Clerk)	10p/sheet

Class 3 – What our priorities are and how we are doing www.knaresboroughtowncouncil.co.uk	Tel:- 01423 864080	
Parish Plan (current and previous year as a minimum)	HBC District Local Plan www.harrogate.gov.uk	01423 556584
Annual Report to Parish or Community Meeting	Hard Copy (contact Clerk)	10p/sheet
Class 4 – How we make decisions www.knaresboroughtowncouncil.co.uk	Tel:- 01423 864080	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Council Notice Board Hard Copy (contact Clerk)	Free Free 10p/sheet
Agendas of meetings (as above)	Website Council Notice Board Hard Copy (contact Clerk)	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy (contact Clerk)	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy (contact Clerk)	10p/sheet
Responses to consultation papers	Hard Copy (contact Clerk)	10p/sheet
Responses to planning applications	Hard Copy (contact Clerk)	10p/sheet
Bye-laws	Harrogate Borough Council	01423 556148

Class 5 – Our policies and procedures www.knaresboroughtowncouncil.co.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 (contact Clerk)	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 current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy (contact Clerk)	10p/sheet
Information security policy	Hard Copy (contact Clerk)	10p/sheet
Data protection policies	Hard Copy (contact Clerk)	10p/sheet
Schedule of charges) for the publication of information)	Hard Copy (contact Clerk)	10p/sheet
Register of Electors	Available for inspection in the Clerk's Office Knaresborough House High Street Knaresborough	
Assets Register	Hard Copy (contact Clerk)	10p/sheet
Register of members' interests	Hard Copy (contact Clerk)	10p/sheet

Class 7 – The services we offer www.knaresboroughtowncouncil.co.uk	Tel:- 01423 864080	
Allotments	(contact Clerk's office 01423 864080)	
Burial grounds and closed churchyards		
Community centres and village halls	Community Centre 01423 862702	
Parks, playing fields and recreational facilities	Harrogate Borough Council www.harrogate.gov.uk 01423 556761	
Seating, litter bins, clocks, memorials and lighting	Harrogate Borough Council www.harrogate.gov.uk 01423 556651	
Bus shelters	Harrogate Borough Council www.harrogate.gov.uk 01423 556651	
Markets	Harrogate Borough Council www.harrogate.gov.uk 01423 556055	
Public conveniences	Harrogate Borough Council www.harrogate.gov.uk 01423 556659	

Additional Information www.knaresboroughtowncouncil.co.uk	Tel:- 01423 864080	
Tourist Information Knaresborough	01423 866886	
Revenue & Benefits Collection Point (Harrogate Borough Council)	01423 556677	Only at Knaresborough House Tuesday & Wednesday 9am – 4.30pm
Garden Refuse Sacks (Harrogate Borough Council)	01423 500600	Only at Knaresborough House Tuesday & Wednesday 9am – 4.30pm

Contact details:

The Clerk
Knaresborough House
High Street
Knaresborough
HG5 0HW

Tel:- 01423 864080

Email:- knaresboroughtc@btconnect.com

Website:- www.knaresboroughtowncouncil.co.uk

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority