



Information available from Leyburn Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Who's who on the Council and its Committees	Website & on notice boards	
Contact details for: Parish Clerk – Email address and telephone number Council members – Email Addresses	Website, social medial & 2 notice boards Website	
Location of main Council office and accessibility details	Website, notice boards	
Staffing structure	Hard copy	

What we spend and how we spend it		
This includes our financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.		
Annual return form and report by auditor	Hard copy notice board, website PDF	
Finalised budget	Website, hard copy available upon request	
Precept	Website, hard copy available upon request	
Financial Standing Orders and Regulations	Website	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
What our priorities are and how we are doing		
Internal audit report	Website and hard copy	
Leyburn town plan report	Website & hard copy delivered to every house	
Leyburn housing needs report	Website & hard copy available	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy & Website	

How we make decisions		
Timetable of meetings	Hard copy 2, notice boards, website	
Agendas of meetings Full Council	Website & hard copy notice board	
Committees	Website & hard copy notice board	
Minutes of meetings Draft Minutes- publicised as soon as possible after meeting	Website Leyburn life magazine Hard copy in library Website Leyburn Life Magazine	
Reports presented to council meetings	Website Hard copy available	
Responses to consultation papers	Hard copy available	
Responses to planning applications	Planning portal, hard copy	
Bye-laws	Hard copy	
Our policies and procedures		
Standing Orders including Financial Regulations Committee terms of reference Leyburn Town Plan Member and Officer's Code of Conduct Complaints Policy Delegations	website PDF website PDF website PDF website PDF Website PDF Hard copy	

Policy statements Debtors policy Information Management Policy Records management policies (records retention, destruction and archive) Social Media & Communications policy	Hard copy Website PDF Hard copy Website PDF Website PDF	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Hard copy & website	
Schedule of charges (for the publication of information)	See below	
Lists and Registers		
Assets register	Hard copy available by inspection	
Register of members' interests	Website & hard copy	
The services we offer		
Burial grounds and closed churchyards	Hard copy	
Community centres and village halls	Website & hard copy	
Parks, playing fields and recreational facilities	website	
Seating, litter bins, clocks, memorials and lighting	website	
Bus shelters		
Markets	website	
Public conveniences	website	
Community Library	website	

SCHEDULE OF CHARGES

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

Photocopying (Black and White) – 20p per A4 sheet

Photocopying (Colour) – 40p per A4 sheet

Postage – cost of Royal Mail standard 2nd class