

Information available from Bilton in Ainsty with Bickerton Parish Council under the model publication scheme

Information Available	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>The Parish Council has 7 elected Councillors representing Bilton in Ainsty and Bickerton. It meets 10 times each year, holding 4 meetings at St Helen’s Church Bilton in Ainsty, in May/June/July/September and 6 meetings in Tockwith Primary School, in October/November/January/February/March/April. The agenda for each meeting is posted in the notice boards in each village, a minimum of three days prior to the meeting date in accordance with the adopted Standing Orders. Agendas include an item allowing members of the public to make statements or raise questions, in a limited time at the start of the meeting. All meetings are open for members of the public to attend, to hear the business being undertaken.</p>	<p>Website & Village notice boards. Hard copy available from the Clerk/RFO</p>	<p>Free 10p per sheet</p>
<p>The following Councillors are currently elected to the Parish Council: <u>Chairman</u> Mr B J Smythe, Ainsty Cottage, Bilton in Ainsty YO26 7NN 01423 358217 email brian.smythe@btinternet.com <u>Vice Chairman</u> Mr E B Pope (contact via Clerk/RFO) Mr D J Gill (contact via Clerk/RFO) Mr T Smithson (contact via Clerk/RFO) Mr S Clayton (contact via Clerk/RFO) Mrs L J Paul (contact via Clerk/RFO) Clerk/RFO Mr L T I Grant Stonecroft Tom Cat Lane Bickerton LS22 5ES 01423 359961 email biltonandbickertonpc@hotmail.co.uk</p> <p>The Parish Council has two sub Committees, a Finance sub Committee dealing with budgets, precept calculations and accountability. This sub Committee comprises: <u>Chairman</u> Mr B J Smythe <u>Vice Chairman</u> Mr E B Pope Mr T Smithson Clerk/RFO</p> <p>A second sub Committee agrees the Parish Council’s formal response to planning applications, in the event that Councillors have expressed differing views to any application. This sub Committee comprises: <u>Chairman</u> Mr B J Smythe <u>Vice Chairman</u> Mr E B Pope Clerk/RFO</p>	<p>Website Hard copy available from the Clerk/RFO</p>	<p>Free 10p per sheet</p>
<p>Documents and enquiries should be addressed to the Clerk/RFO, Mr L T I Grant, Stonecroft, Tom Cat Lane, Bickerton LS22 5ES01423 359961 email biltonandbickertonpc@hotmail.co.uk</p>		

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Class 2 – How we agree what to spend and how we spend it		
The Finance sub Committee prepares a budget of expenditure each November, which is formally adopted by the Parish Council at its November meeting. This allows a precept to be set for the following financial year. Harrogate Borough Council pays the annual precept in two halves, the first in April and the second in October. The Parish Council owns the car park at the Chequer's Inn Bilton in Ainsty and receives annual rent from the owners of the Public House. Surplus funds are currently invested in an annual Bond with a local Building Society and interest is received without deduction of tax at source. The gross interest received is used to limit the annual precept request from Harrogate Borough Council. A statement of expenditure against budget is produced monthly, along with updated balances for each bank account.	Website Hard copy available from the Clerk/RFO.	Free 10p per sheet
External Auditors are appointed annually by the Audit Commission, (currently Mazars) to carry out an independent external audit of the Parish Council's accounts. A copy of the completed return is available for inspection.	Website & Village notice boards. Hard copy available from the Clerk/RFO.	Free 10p per sheet
A copy of the adopted budget is available for inspection.	Website Hard copy available from the Clerk/RFO.	Free 10p per sheet
A copy of the precept submission is available for inspection.	Website Hard copy available from the Clerk/RFO.	Free 10p per sheet
The Parish Council does not have any loans.		
A copy of the current adopted Standing Orders (10No pages) and Financial Regulations (3No pages) is available for inspection.	Website Hard copy available from the Clerk/RFO.	Free 10p per sheet
The Parish Council is able to make grants to local community groups providing services to for residents within the Parish. Community groups are encouraged to apply for annual grants, as part of their fund raising efforts. Community grants which are approved, are identified in minutes of monthly meetings, which are available for inspection.	Website Hard copy available from the Clerk/RFO.	Free 10p per sheet
Contracts for minor repair works are awarded from time to time, following invitation to tender to contractors, in accordance with adopted Standing Orders and Financial Regulations. Tenders results and order awarded are recorded in minutes of monthly meetings.	Website Hard copy available from the Clerk/RFO.	Free 10p per sheet
Parish Councillors do not claim allowances or expenses for their work as elected representatives of the local Community.		

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Class 3 – What our priorities are and how we are doing		
Parish Plan. This was completed in 2007 and work continues to address issues identified. A Village Design Statement is currently being prepared by a sub committee of the Parish Plan Steering Committee.	Website. Hard Copy available from the Clerk/RFO	Free £25.00
Annual Reports of the Chairman and District/County Councillor are prepared each year and approved at the AGM. The AGM is held in May, in St Helen's Church Bilton in Ainsty	Website. Hard Copy available from the Clerk/RFO	Free 10p per sheet
The Parish Council is not currently seeking Quality status.		
Class 4 – How we make decisions		
The Parish Council meets each month (except August and December) to discuss and agree items included in the Agenda prepared for the meeting. Members of the Public are invited to submit items of concern, for inclusion in the Agenda.	Website Hard Copy available from Clerk/RFO	Free 10p per sheet
Agendas are posted in the Parish Notice Boards in each Village, approximately 5 days prior to the meeting.	Website Hard Copy available from Clerk/RFO	Free 10p per sheet
Minutes of Monthly Meetings are prepared and circulated to all Councillors not later than seven days after the date of the meeting– nb these will exclude information that is properly regarded as private to the meeting. The accuracy of the circulated minutes as a true record of each Monthly Meeting, is discussed and approved at the following Monthly Meeting. When approved by Councillors, the Minutes of the Monthly Meeting are signed by the Chairman of the Meeting. Approved Minutes are posted to the Parish Website within 48 hours of approval.	Website Hard Copy available from Clerk/RFO	Free 10p per sheet
Where relevant, details from any reports presented and discussed at a Monthly Meeting, will be included in the Minutes of that Monthly Meeting – nb these will exclude information that is properly regarded as private to the Monthly Meeting.		
Where relevant, responses to consultation papers received by the Parish Council, are referred to in Minutes of Monthly Meetings		
All planning applications received by the Parish Council are listed in Monthly Meeting Agendas and Minutes of the relevant Meetings. The response of the Parish Council on each Planning Application received and the decision made by the District Council to each Application are also shown.		
Class 5 – Our policies and procedures		
Councillors adopted the Code of Conduct dated May 2007 and issued by the Standard's Board of England. The adoption of the Code of Conduct, with specific reference to item 4.2 k, section 12.2 was recorded in the relevant Minutes for the Monthly Meetings dated 25 June 2007 and 26 November 2007.	Website Hard Copy available from Clerk/RFO	Free 10p per sheet

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The Clerk/RFO has a contract of employment with the Parish Council. The duties for each role are defined and a copy of the duties agree are retained in the Parish Council records.	The Clerk/RFO has a copy available for inspection.	
All documents and records of the Parish Council are maintained by the Clerk/RFO for a period of 6 years, with the exception of Planning Applications which are kept indefinitely. Documents and records (excluding Planning Applications) are either securely destroyed or sent to the County Council's archives department (at Councillor's discretion) after being retained for 6 years.		
Information about the operation and procedures of the Parish Council, can be viewed on the Parish Website at no cost. Where hard copies are requested, these can be supplied with reasonable notice during normal working hours and the costs are shown in this document.		
Class 6 – Lists and Registers		
An Asset Register is maintained and updated as required. An Asset Risk Assessment is prepared by a Health & Safety Expert alternate years, with the Clerk/RFO carrying out a regular visual inspection of each asset.	Website Hard copy available from Clerk/RFO	Free 10p per sheet
When elected, Councillors complete a record of the interests, which is forwarded for checking to the Monitoring Officer at Harrogate Borough Council. The Clerk/RFO retains a copy of members recorded interests.	The Clerk/RFO has a copy available for inspection.	
Class 7 – The services we offer		
Allotments – none within the Parish		
Burial grounds. Available at St Helen's Church Bilton in Ainsty, but not the responsibility of the Parish Council		
Community centres and village halls – none within the Parish		
Parks, playing fields and recreational facilities – Bilton In Ainsty Cricket Club is located at its ground to the south of the B1224. The Parish Council offers a Community Grant annually to the Cricket Club, if requested.		
Seating and memorials are owned by the Parish Council in each Village and are included in the Parish Assets list.		
Bus shelters. North Yorkshire County Council's Integrated Passenger Transport department supply, install and maintain a bus shelter to the north of the B1224 at Bilton in Ainsty		
Markets – none available within the Parish		
Public conveniences – None available within the Parish		

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Contact details:

The Parish Council maintains a Parish Website which can be viewed on line at all times. The website address is:-

www.biltoninainstywithbickerton-pc.gov.uk

The Clerk/RFO to the Parish Council Mr L T I Grant, is available by appointment between 10.00 and 16.00 most days. Contact details are shown in class 1 above.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation.