

Information available from High Melton Parish Council under the Publication Scheme

Information to be published	How information obtained	Cost
Class1 - Who we are and what we do High Melton Parish Council – Minimum of six Ordinary Meetings held each year and one Annual Meeting. Held on Wednesdays (as arranged) at 7.00pm. Extra Ordinary Meetings held as required. Annual Meeting held in May Agenda for forthcoming meeting can be seen on the four village notice boards on Doncaster Road, Melton Mill Lane Hangman Stone Lane and also on the website www.highmeltonpc.co.uk	Paul Rollinson Parish Clerk 33 Priestley Avenue Rawmarsh Rotherham S62 5PB	
Who's who on the Council		
Martin Pick Parish Councillor Chairman David Jones Parish Councillor Duty Chair Tom Hunt Parish Councillor Robert Parkes Parish Councillor Joan Herrero Parish Councillor Paul Rollinson Parish Clerk and Proper Officer	Endon Cottage, Doncaster Road, High Melton, DN5 7SY, martin.pick@highmeltonparishcouncil.gov.uk The Bothy, Doncaster Road, High Melton, Doncaster, DN5 7SY, david.jones@highmeltonparishcouncil.gov.uk 11a Hangman Stone Lane, High Melton, Doncaster DN5 7TB, tom.hunt@highmeltonparishcouncil.gov.uk 31 Melton Mill Lane, High Melton, Doncaster, DN5 7TE robert.parkes@highmeltonparishcouncil.gov.uk Beechcroft, Doncaster Road, High Melton, Doncaster, DN5 7SU, joan.herrero@highmeltonparishcouncil.gov.uk 33 Priestley Avenue, Rawmarsh, Rotherham, S62 5PB, clerk@highmeltonparishcouncil.gov.uk	

Location of main Council office and accessibility details	not applicable	
Staffing structure		
Clerk is the only part time employee		
Class 2 – What we spend and how we spend it		
Annual return form, report by auditor, governance statements	On website Electronically and hard copy	As above
Finalised budget	Available electronic or hard copy	As above
Precept	Available hard copy only	As above
Borrowing Approval letter	Not applicable	
Financial Regulations and Standing Orders	Website Available electronic or hard copy	As above
Grants given and received	Hard copy	As above
List of current contracts awarded and value of contract	Electronically or hard copy	
Members' allowances	Members do not have allowances	
Class 3 – What our priorities are and how we are doing		
Chairman's report annually in May. Residents' views from Annual Parish Meeting	Available electronic or hard copy	Electronic free hard copy 10p per sheet
Current issues focus on Planning Issues, Neighbourhood Plan, Local development, traffic calming and safety	Website Minutes of meetings Newsletters	As above

Class 4 – How we make decisions		
Decisions made by majority vote at open Parish Council meetings. Any Working groups/committees report to full Council meeting for decision making	Website Available electronic/hard copy	Electronic Free Copy 10p per sheet
Timetable of meetings Published on website after Annual Parish Council Meeting	Website Available electronic/hard copy	Electronic Free Copy 10p per sheet
Agendas forthcoming meeting	Website and noticeboard Available electronic/hard copy	Free As above
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Available electronic/hard copy	As above
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Electronic current year's meetings otherwise hard copy only for previous years	As above
Responses to Planning Applications/Planning Inspectorate	Electronic Hardcopy	As above
Bye-laws	not applicable	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: • Procedural standing orders • Financial Regulations • Members' Code of Conduct • Policy statements • Complaints Procedure • Committee and sub-committee terms of reference	View on website and also electronic or hard copy Available electronically or hardcopy	Electronic Free Copy 10p per sheet
Policies and procedures for the provision of services and employment of staff: • Equality and diversity policy • Health and safety policy • Disciplinary and Grievance Procedure	Available electronic/hard copy	Electronic Free Copy 10p per sheet
Schedule of charges (for the publication of information)	Available electronic or hard copy	Electronic Free Hard Copy 10p per sheet

Class 6 – Lists and Registers NB Currently maintained lists and registers only		
Any publicly available register or list	Available electronic/hard copy	Electronic Free Copy 10p per sheet
Assets Register	Available electronic/hard copy	Electronic Free Copy 10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	not applicable	
Register of members' interests	Website and DMBC website Available hard copy	10p per sheet
Register of gifts and hospitality	Available hard copy	As above
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses NB Current information only	Available electronic or hard copy	Electronic Free Copy 10p per sheet
Allotments	not applicable	
Burial grounds and closed churchyards	not applicable	
Community centres and village halls	not applicable	
Parks, playing fields and recreational facilities	not applicable	
Seating, litter bins, clocks, memorials and lighting	not applicable	
Bus shelters	not applicable	
Markets	not applicable	
Public conveniences	not applicable	
Agency agreements	not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	not applicable	
Newsletter issued as appropriate	Available electronic or hard copy	Free one copy per issue per address Additional copy 10p

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white only)	Average actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with relevant legislation
Other	Other requests to be costed on staff time/photocopying costs	

Covers the average actual cost incurred by the Parish Council

Contact details:

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