

## Bishop Thornton, Shaw Mills and Warsill Parish Council

Clerk: David Taylor

Thornfield, 57, Whitcliffe Lane, Ripon, North Yorkshire, HG4 2LB

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# Publication Scheme

### **Publication Scheme – Revised & Updated August 2020**

At the end of 2008 the Parish Council was required to adopt a New Model Publication Scheme, which was approved by the Information Commissioner's Office. The scheme has been updated in May 2013. The scheme sets out how the Parish Council makes information about its work available to members of the public, both routinely and under the right of access given by the Freedom of Information Act and Environmental Information Regulations.

There are 7 different categories in the scheme, covering the information concerning the normal business activities of the authority and how it will be provided to you:

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

A list of the information which is available is set out in a document called the 'Guide to Proactively Published Information'. A copy of this guide is given below. It should be read in conjunction with the Council's 'Policy for the Retention of Documents and Information'.

If you would like to request a copy of the guide to proactively published information, or request copies of any of the information which is available to the public, please contact the Clerk to the

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Parish Council whose details are given below. Where a request for information is received, we must send you a response within 20 working days. That response must either be the provision of the information or a refusal notice drawn up in accordance with the provisions of the legislation.

David Taylor, Clerk to the Parish Council.  
Thornfield,  
57 Whitcliffe Lane,  
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Information that is not published under the scheme, but which is held by the Parish Council, can also be requested in writing when its supply will be considered in accordance with the provisions of the Freedom of Information Act.

### **Charges.**

Whilst the purpose of this scheme is to make the maximum amount of information readily available to the public at minimum inconvenience and cost, the Parish Council may charge for providing copies of some of the information to cover expenses such as photocopying or postage and packing. A schedule of the charges that will be levied for providing information is given at the end of this document. If a charge is to be made confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

### **Information available from Bishop Thornton, Shaw Mills & Warsill Parish Council under the model publication scheme.**

Information to be published	How the information can be obtained. Hard copies may be provided by e-mail where possible.	Cost
<b>Class 1</b> Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees.	Hard copy. Displayed on parish website.	• A4 • 0
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email	Hard copy. Displayed on parish website.	• A4 • 0

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address (if used)).		
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Information to be published <b>Class 2</b>	How the information can be obtained. Hard copies may be provided by e-mail where possible.	Cost
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.) Current and previous financial year as a minimum.		
Annual return form and report by internal auditor.	Hard copy. Displayed on parish website as per regulatory requirements. Internal auditor's opinion included in minutes of Annual Parish Council meeting.	<ul style="list-style-type: none"> <li>• A4</li> <li>• 0</li> <li>• 0</li> </ul>
Finalised budget.	Hard copy. Summarised on parish website after January meeting.	<ul style="list-style-type: none"> <li>• A4</li> <li>• 0</li> </ul>
Precept. £ Amount requested included in newsletter summary article.	Included in budget. Amount requested published on parish website after January meeting.	<ul style="list-style-type: none"> <li>• A4</li> <li>• 0</li> </ul>
Financial Standing Orders and Regulations.	Hard copy Published on parish website	<ul style="list-style-type: none"> <li>• A4</li> <li>• 0</li> </ul>
Borrowing Approval letter	Hard copy Published on parish website	<ul style="list-style-type: none"> <li>• A4</li> <li>• 0</li> </ul>
Information to be published <b>Class 2 – cont.</b>	How the information can be obtained. Hard copies may be provided by e-mail where possible.	Cost
Grants given and received by the Parish Council– as applicable. Included in financial information relating to actual income and expenditure.	Hard copy Published on parish website	<ul style="list-style-type: none"> <li>• A4</li> <li>• 0</li> </ul>
List of current contracts awarded and value of contract.	Hard copy prepared on demand.	<ul style="list-style-type: none"> <li>• A4</li> </ul>
VAT records.	Hard copy prepared on demand.	<ul style="list-style-type: none"> <li>• A4</li> </ul>

Information to be published <b>Class 3</b>	How the information can be obtained.	Cost
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copies may be provided by e-mail where possible.	<ul style="list-style-type: none"> <li>• 0</li> </ul>

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Parish Plan (if applicable)	N/A	-
Annual Report to Parish Meeting (current and previous year as a minimum.)	Included in minutes of Annual Parish & Annual Parish Council Meetings.	• 0
Quality status	N/A	-
Local charters drawn up in accordance with DCLG guidelines	North Yorkshire County Council Parish Charter available from North Yorkshire County Council.	-

Information to be published <b>Class 4</b>	How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum.	Cost
Schedule of meetings (Council, any committee/sub-committee meetings and parish meetings)	<ul style="list-style-type: none"> <li>Published on parish websites.</li> <li>Circulated to Councillors and interested parties.</li> </ul>	• 0
Parish Council Meeting Agendas	<ul style="list-style-type: none"> <li>Agendas displayed on parish noticeboards at least 3 days before a meeting.</li> <li>Agendas published on parish websites at least 3 days before a meeting.</li> <li>Distributed by e-mail on a regular basis on request.</li> </ul>	• 0 • 0
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> <li>Draft minutes published on the parish website at least 21 days after the meeting, but the draft having been proofread by councillors.</li> <li>Approved minutes published on the parish website following the meeting at which they were approved.</li> <li>Original, signed copies of minutes are available for inspection – contact Clerk.</li> </ul>	• 0 • 0
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> <li>Hard copy.</li> </ul>	• A4
Responses to consultation papers.	<ul style="list-style-type: none"> <li>Included in the minutes of each meeting (see above).</li> </ul>	• 0
Responses to planning applications.	<ul style="list-style-type: none"> <li>Included in the minutes of each meeting (see above).</li> <li>Available to view on Harrogate Borough Council's website at <a href="http://www.harrogate.gov.uk/planning">www.harrogate.gov.uk/planning</a>.</li> </ul>	• 0
Bye laws	N/A	-

Information to be published <b>Class 5</b>	Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Cost

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	Current information only.	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders;</li> <li>• Committee and sub-committee terms of reference;</li> <li>• Delegated authority in respect of officers (contained in Standing Orders);</li> <li>• Code of Conduct;</li> <li>• Member's declarations of acceptance of office;</li> <li>• Policy statements.</li> </ul>	<ul style="list-style-type: none"> <li>• Hard copy.</li> <li>• Members' Declarations of Acceptance of Office available in hard copy only.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• A4</li> <li>• 0</li> </ul>
<ul style="list-style-type: none"> <li>• Policies and procedures for the provision of services and about the employment of staff:</li> <li>• <del>Internal policies relating to the delivery of services;</del></li> <li>• <del>Equality and diversity policy;</del></li> <li>• <del>Health and safety policy;</del></li> <li>• Recruitment policies (including current vacancies);</li> <li>• Policies and procedures for handling requests for information;</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme);</li> <li>• Clerk's contract of employment and job description.</li> </ul>	N/A  N/A N/A N/A  <ul style="list-style-type: none"> <li>• Hard copy</li> <li>• published on the parish website</li> </ul> <ul style="list-style-type: none"> <li>• Hard copy</li> <li>• published on the parish website</li> </ul> N/A	<ul style="list-style-type: none"> <li>• A4</li> </ul>
<ul style="list-style-type: none"> <li>• Information security policy.</li> </ul>	TBA	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Records management policies (records retention, destruction and archive).</li> </ul>	<ul style="list-style-type: none"> <li>• Hard Copy</li> </ul>	<ul style="list-style-type: none"> <li>• A4</li> </ul>
<ul style="list-style-type: none"> <li>• GDPR policy</li> </ul>	<ul style="list-style-type: none"> <li>• Published on the parish website</li> </ul>	<ul style="list-style-type: none"> <li>• 0</li> </ul>
<ul style="list-style-type: none"> <li>• Schedule of charges (for the publication of information).</li> </ul>	<ul style="list-style-type: none"> <li>• Hard copy (see bottom of this document).</li> </ul>	<ul style="list-style-type: none"> <li>• A4</li> </ul>

Information to be published <b>Class 6</b>	Lists and Registers - Currently maintained lists and registers only.	Cost
Any publicly available register or	Available for inspection – contact Clerk.	

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list (if any are held this should be publicised; in most circumstances existing access provisions will suffice). Electoral Roll.		
Assets Register.	Hard copy.	• A4
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)		
Register of members' interests.	Available on Harrogate Borough Council website – <a href="https://democracy.harrogate.gov.uk/">https://democracy.harrogate.gov.uk/</a>	• 0
Register of gifts and hospitality.	Available on Harrogate Borough Council website – <a href="https://democracy.harrogate.gov.uk/">https://democracy.harrogate.gov.uk/</a>	• 0

Information to be published <b>Class 7</b>	The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Cost
Grass cutting	Hard Copy Areas cut published on the Parish Council website	• A4
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities Inspection reports, risk assessments and other information relating to children's equipped play areas.	N/A	
Seating, litter bins, clocks, memorials and lighting	Included on asset register (see above).	• 0
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

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### 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	CHARGE	BASIS OF CHARGE
Disbursement Cost	A4 – photocopying (may be collected from Clerk, or posted at additional cost).	13p per sheet.	Actual cost, including time and materials.
	Postage (depending on weight and size of package).	From £0.61	Actual cost of Royal Mail standard 2nd class from time to time.
	Other (as identified in scheme)	Variable.	
Statutory Fee			In accordance with the relevant legislation (quote the actual statute)
Other	E-mail.	No charge.	

\* the actual cost incurred by the public authority

This guide was completed by David Taylor, Clerk to the Parish Council:

Signed:

Signed: (Chairman)

Date: 4<sup>th</sup> August 2020