

DOCUMENT:	Publication Scheme
PARISH:	Belsay Parish Council
DATE OF MEETING ADOPTED:	26.03.2026
NEXT REVIEW YEAR:	2028
DATE OF REVIEW:	

This publication scheme has been produced using the ICO model that all public authorities must now use under the Freedom of Information Act model publication scheme. This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'N/A' in the table.

CLASS 1 – WHO WE ARE AND WHAT WE DO <i>Organisational information, structures, locations and contacts</i> <i>current information only</i>		
Information to be published	How the info can be obtained	Cost
List of Council members and their responsibilities	Website	Free
Details of any representation on local public bodies		
Contact details for Parish Clerk Phone number and email address	Website	Free

CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT <i>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</i> <i>current and previous financial year as a minimum</i>		
Information to be published	How the info can be obtained	Cost
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	N/A	N/A

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

*Strategies and plans, performance indicators, audits, inspections and reviews
current and previous year as a minimum*

Information to be published	How the info can be obtained	Cost
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Website	Free
Annual Report to Parish	Website	Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DLUHC's guidelines	Website	Free
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A	N/A

CLASS 4 – HOW WE MAKE DECISIONS

*Decision making processes and records of decisions
current and previous council year as a minimum*

Information to be published	How the info can be obtained	Cost
Timetable of meetings (Council and Parish Meetings)	Website	Free
Agendas of meetings (Council and Parish Meetings)	Website	Free
Minutes of meetings (Council and Parish Meetings) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	N/A	N/A

CLASS 5 – OUR POLICIES AND PROCEDURES

*Current written protocols, policies and procedures for delivering our services and responsibilities
current information only*

Information to be published	How the info can be obtained	Cost
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website	Free
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Free

CLASS 6 – LISTS AND REGISTERS

Currently maintained lists and registers only

Information to be published	How the info can be obtained	Cost
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website	Free
Assets register, including details of public land and building assets	Website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	N/A	N/A

CLASS 7 – THE SERVICES WE OFFER

*Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses
current information only*

Information to be published	How the info can be obtained	Cost
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	N/A	N/A
Bus shelters	Website	Free
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	N/A	N/A