

BURTON LEONARD PARISH COUNCIL

Clerk: David Taylor,
c/o Thornfield, 57 Whitcliffe Lane, Ripon, North Yorkshire, HG4 2LB.
Email: clerkburtonleonardparishcouncil@outlook.com
Telephone: 01765 601693 (*answer machine*)

Publication Scheme

Publication Scheme – Revised & Updated March 2024

At the end of 2008 Parish Councils were required to adopt a **New Model Publication Scheme**, which was approved by the Information Commissioner's Office. The scheme was 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 Parish Council 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.

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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 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,

Ripon,

HG4 2LG.

01765 601693

clerkburtonleonardparishcouncil@outlook.com

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.

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Information available from Buton Leonard Parish Council under this publication scheme.

Information to be published. <u>Class 1</u>	How the information can be obtained. Hard copies may be provided by e-mail where possible.	Cost
Who we are and what we do. <i>This will be current information only.</i>	May be found on the Parish Council website at:-	<ul style="list-style-type: none"> • No Cost from Website
Who's who on the Parish Council.	Hard copy. Displayed on parish website.	<ul style="list-style-type: none"> • A4 – see charges at bottom of page • No Cost from Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)).	Hard copy. Displayed on parish website.	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website

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Information to be published. Class 2	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.	Hard copy. Displayed on parish website.	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
Annual return form and report by internal auditor.	Hard copy. Displayed on parish council website as per regulatory requirements. Internal auditor's opinion included in minutes of Annual Meeting of the Parish Council.	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
Finalised budget.	Hard copy. Summarised on parish council website after January meeting.	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
Precept amount requested.	Hard copy. Included in minutes of January meeting published on parish council website after January meeting.	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
Financial Standing Orders and Regulations.	Hard copy. Published on parish council website	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
Borrowing Approval letter	Hard copy Published on parish council website	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website

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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 council website	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
List of current contracts awarded and value of contract.	Hard copy prepared on demand.	<ul style="list-style-type: none"> • A4 – see charges at bottom of page
VAT records.	Hard copy prepared on demand.	<ul style="list-style-type: none"> • A4 – see charges at bottom of page

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Information to be published. Class 3	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">• No Cost via email• A4 – see charges at bottom of page
Annual Report to Parish Meeting (current and previous year as a minimum.)	Included in minutes of Annual Parish & Annual Parish Council Meetings.	<ul style="list-style-type: none">• A4 – see charges at bottom of page.• No Cost from Website
Local charters drawn up in accordance with DCLG guidelines	North Yorkshire Council Parish Charter available from North Yorkshire Council.	-

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Information to be published. Class 4	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"> • Published on parish websites. • Circulated to Councillors and interested parties. 	<ul style="list-style-type: none"> • No Cost
Parish Council Meeting Agendas	<ul style="list-style-type: none"> • Agendas displayed on parish noticeboards at least 3 days before a meeting. • Agendas published on parish websites at least 3 days before a meeting. • Distributed by e-mail on a regular basis on request. 	<ul style="list-style-type: none"> • No Cost
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"> • Draft minutes published on the parish website at least 21 days after the meeting, but the draft having been proofread by councillors. • Approved minutes published on the parish website following the meeting at which they were approved. • Original, signed copies of minutes are available for inspection – contact Clerk. 	<ul style="list-style-type: none"> • No Cost 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"> • Hard copy. • Approved minutes published on the parish website following the meeting at which they were approved. 	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
Responses to consultation papers. nb this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> • Included in the minutes of each meeting (see above). • Approved minutes published on the parish website following the meeting at which they were approved. 	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
Responses to planning applications.	<ul style="list-style-type: none"> • Included in the minutes of each meeting where they are considered (see above). 	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website

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	<ul style="list-style-type: none">• Available to view on North Yorkshire Council's website at:- https://uniformonline.harrogate.gov.uk/online-applications/	
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Information to be published. Class 5	Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	Cost
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural Standing Orders; • Committee and sub-committee terms of reference; • Delegated authority in respect of officers (contained in Standing Orders); • Code of Conduct; • Various Policy statements. 	If hard copy required. Available on parish council website.	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
<ul style="list-style-type: none"> • Information security policy. 	TBA	
<ul style="list-style-type: none"> • Records management policies (records retention, destruction and archive). 	If hard copy required. Available on parish council website.	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
<ul style="list-style-type: none"> • GDPR policy 	<ul style="list-style-type: none"> • Available on parish council website. 	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website
<ul style="list-style-type: none"> • Schedule of charges (for the publication of information). 	<ul style="list-style-type: none"> • Hard copy (see bottom of this document). 	<ul style="list-style-type: none"> • A4 – see charges at bottom of page. • No Cost from Website

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Information to be published Class 6	Lists and Registers - Currently maintained lists and registers only.	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice). Electoral Roll.	Available for inspection – contact Clerk.	
Assets Register.	<ul style="list-style-type: none">• Hard copy.• Available on parish council website.	<ul style="list-style-type: none">• A4 – see charges at bottom of page.• No Cost from Website
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)	Available for inspection – contact Clerk.	
Register of members' interests.	Available on North Yorkshire Council website – https://democracy.harrogate.gov.uk/	<ul style="list-style-type: none">• 0
Register of gifts and hospitality.	Available on North Yorkshire Borough Council website – https://democracy.harrogate.gov.uk/	<ul style="list-style-type: none">• 0

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Information to be published. 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	Cost
Grass cutting	Hard Copy Areas to be cut published on the Parish Council website	<ul style="list-style-type: none">• A4 – see charges at bottom of page.• No Cost from Website

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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.	
Other	E-mail.	No charge.	

* the actual cost incurred by the Parish Council

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

Signed: 

Date: 26th February 2024

This guide was first adopted by the Council at its meeting on **??th ember 2024** and an updated version approved by the Council at the **20??** Annual Meeting of the Parish Council.

Signed: Fiona Barwick, Chair

Date: