



Information available from Fountains Abbey
Parish Council
under our publication scheme
Adopted 14th September 2026

Information to be published	How the information can be obtained
Class1 - Who we are and what we do Fountains Abbey Parish Council This will be current information only.	
Who's who on the Council and its Committees	Website or Hard Copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or Hard Copy
Location of main Council office and accessibility details	Website or Hard Copy
Staffing structure	Website or Hard Copy
Class 2 – 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 auditor	Website or Hard Copy
Finalised budget	Website or Hard Copy
Precept	Website or Hard Copy
Borrowing Approval letter	Website or Hard Copy
Financial Standing Orders and Regulations	Website or Hard Copy

Grants given and received	Website or Hard Copy
List of current contracts awarded and value of contract	Website or Hard Copy
Members' allowances and expenses	Website or Hard Copy
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	
Parish Plan (current and previous year as a minimum)	Website or Hard Copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard Copy
Quality status	Website or Hard Copy
Local charters drawn up in accordance with DCLG guidelines	Website or Hard Copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or Hard Copy
Agendas of meetings (as above)	Website or Hard Copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or Hard Copy
Responses to consultation papers	Website or Hard Copy
Responses to planning applications	Website or Hard Copy
Bye-laws	Website or Hard Copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Website or Hard Copy

Delegated authority in respect of officers Code of Conduct Policy statements	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or Hard Copy
Information security policy	Website or Hard Copy
Records management policies (records retention, destruction and archive)	Website or Hard Copy
Data protection policies	Website or Hard Copy
Schedule of charges (for the publication of information)	Website or Hard Copy
Class 6 – Lists and Registers Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection Only
Assets register	Website or Hard Copy
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)	Website or Hard Copy
Register of members' interests	Website or Hard Copy
Register of gifts and hospitality	Website or Hard Copy
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	
Allotments	None Held

Burial grounds and closed churchyards	None Held
Community centres and village halls	None Held
Parks, playing fields and recreational facilities	None Held
Seating, litter bins, clocks, memorials and lighting	None Held
Bus shelters	None Held
Markets	None Held
Public conveniences	None Held
Agency agreements	None Held
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None Held
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details: clerk@fountainsabbey-pc.gov.uk

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	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
Other		

* the actual cost incurred by the public authority