

Document Control

Organisation	Addingham Parish Council
Title	Publication Scheme
Version	2
Creator	Sallie Lloyd – Clerk and Reviewed by the Council
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Owner	Clerk
Next Review date	December 2025

PUBLICATION SCHEME

Based on model Publication Scheme issued by the Information Commissioner's Office and updated to comply with the Openness of Local Government Bodies Regulations 2014

Information available from Addingham Parish Council

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED <i>Where reference to website is given, please visit www.addingham-pc.gov.uk</i>	COST – NIL <i>unless otherwise stated in this column</i>
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	

Location of main Council office and accessibility details	The Old School, Main St, Addingham	
Staffing structure	Available from the Clerk via the website	
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 external audit report, as required 2014/15), then: end of year accounts, governance report and report of internal auditor	Noticeboards for statutory time period, then website; paper copy available from Clerk	
Finalised budget	See Minutes on website	
Precept	See Minutes on website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	
Grants given and received	See Accounting Statements on website	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Expenses authorised in minutes which are available on website	
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)	Paper copy available from Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website; paper copy available from Clerk	
Quality status	N/A	

Local charters drawn up in accordance with DCLG guidelines	N/A	
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)	Posts on website	
Agendas of meetings (as above)	Noticeboards for statutory period of time and website posts	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	See Minutes and meeting papers on website	
Responses to consultation papers	See Minutes on website	
Responses to planning applications	See Minutes on website	
Bye-laws	N/A	
Record of delegated decisions	See Minutes on website	
Recordings of meetings	Available from Clerk, if applicable	
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 Delegated authority in respect of officers Code of Conduct Policy statements, including policy for recording of meetings	Website, where applicable, and available from Clerk	
Policies and procedures for the provision of services and about the employment of staff:	Available from Clerk, where applicable	

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)	See Standing Orders, on website	
Information security policy	N/A Council complies with relevant legislation	
Records management policies (records retention, destruction and archive)	N/A Council complies with relevant legislation	
Data protection policies	N/A Council complies with relevant legislation	
Schedule of charges (for the publication of information)	N/A	
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)		
Assets register, including details of any land and building assets	See Accounting Statements and Minutes of Annual Council Meeting on 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)	N/A Council complies with relevant legislation	
Register of members' interests	On website, available from Clerk and from Monitoring Officer	
Register of gifts and hospitality	Available from Clerk, if ever applicable	

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	Information from Clerk, posts on website, and from Allotment Manger (contact details on website)	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Available from Trustees of groups running them	
Parks, playing fields and recreational facilities	Posts on website and information available from Trustees of groups running them	
Seating, litter bins, clocks, memorials and lighting	Posts and minutes on website	
Bus shelters	N/A	
Markets	Posts and minutes on website	
Public conveniences	Posts and minutes on website	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		