

Publications Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's who on the Council	Noticeboard/website	No charge
Contact details for Parish Clerk and Council members (named contacts where possible with email address (if used))	Noticeboard/website	No charge
Class 2 – What we spend and how we spend it Current and previous financial year		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	No charge
Finalised budget in meeting minutes	Website	No charge
Precept in meeting minutes	Website	No charge
Financial Regulations	Application to the Clerk	Actual cost
List of current contracts awarded and value of contract	Application to the Clerk	Actual cost
Class 3 – What our priorities are and how we are doing		
Annual Report to Annual Parish Meeting in meeting minutes (current and previous year as a minimum)	Website	No charge
Annual governance statement in format included in the Annual Return form	Website	No charge
Class 4 – How we make decisions Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Noticeboard/website	No charge
Agendas of meetings (as above)	Website	No charge
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	No charge
Reports presented to council meetings (n.b. this will exclude information that is properly regarded as private to the meeting)	Application to the Clerk	Actual cost
Responses to consultation papers	Application to the Clerk	Actual cost
Responses to planning applications	YDNPA Planning Portal	No charge
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: • Standing orders • Code of Conduct • Policy statements	Website/application to the Clerk	No charge or actual cost
Policies and procedures for the provision of services and about the employment of staff: • Policies and procedures for handling requests for information • Complaints procedure	Application to the Clerk	Actual cost
Records management, personal data and access to information policies: • Freedom of Information Policy and Publication Scheme • Records Management Policy • Data protection policy	Application to the Clerk	Actual cost
Class 6 – Lists and Registers		
Assets register	Application to the Clerk	Actual cost
Register of members' interests	Application to the Clerk	Actual cost
Class 7 – The services we offer		
Village greens	Application to the Clerk	Actual cost
Memorial seating	Application to the Clerk	Actual cost
Christmas lights	Application to the Clerk	Actual cost

Contact details: Parish Clerk arkengarthdalepc@gmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 30p per sheet (black & white)	Actual cost
	Photocopying @ 50p per sheet (colour)	Actual cost
Post		Actual cost

Adopted July 2024
Review date: July 2026