**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**

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| **INFORMATION TO BE PUBLISHED** | **HOW THE INFORMATION CAN BE OBTAINED**  *Where reference to website is given, please visit*  *www.addingham-pc.gov.uk* | **COST – NIL** *unless otherwise stated in this column* |
| **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 |  |
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| **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 |  |
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| **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 |  |
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| **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:  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) | Available from Clerk, where applicable  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 |  |
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| **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 |  |
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| **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 |  |
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| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details:**

**Jane Markham**

**Clerk to the Council**