



# **Bishop Monkton Parish Council**

## **Publication Scheme**

Reviewed: 17th June 2025

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Information available on Bishop Monkton Parish Council's website: <a href="http://www.BishopMonkton-pc.gov.uk">www.BishopMonkton-pc.gov.uk</a> Further information can be obtained from the Parish Clerk.	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet.
Contact details for Parish Clerk and Council members	<a href="mailto:Clerk@Bishopmonkton-pc.gov.uk">Clerk@Bishopmonkton-pc.gov.uk</a>	
Location of main Council office and accessibility details	N/A	
<b>Class 2 – What we spend and how we spend it</b> (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 Budget Financial Regulations	Information available on Bishop Monkton Parish Council's website: <a href="http://www.BishopMonkton-pc.gov.uk">www.BishopMonkton-pc.gov.uk</a> Further information can be obtained from the Parish Clerk Email: <a href="mailto:Clerk@Bishopmonkton-pc.gov.uk">Clerk@Bishopmonkton-pc.gov.uk</a>	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet.
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, audits, and reviews) Current  and previous year as a minimum  Parish Plan (current and previous year as a minimum) Annual Report to Parish or Meeting (current and previous year as a minimum) Local charters drawn up in accordance with DCLG guidelines	Information available on Bishop Monkton Parish Council's website: <a href="http://www.BishopMonkton-pc.gov.uk">www.BishopMonkton-pc.gov.uk</a> Further information can be obtained from the Parish Clerk Email: <a href="mailto:Clerk@Bishopmonkton-pc.gov.uk">Clerk@Bishopmonkton-pc.gov.uk</a>	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet.
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	Information available on the Bishop Monkton Parish Council's website: <a href="http://www.BishopMonkton-pc.gov.uk">www.BishopMonkton-pc.gov.uk</a>	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet.

<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p> <p>Agendas of meetings (as above) Minutes of meetings (as above)</p> <p>Reports presented to council meetings</p> <p>Responses to planning applications</p>	<p>Further information can be obtained from the Parish Clerk Email: Clerk@Bishopmonkton-pc.gov.uk</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Policies and procedures for the conduct of council business: Procedural standing orders</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Information available on Bishop Monkton Parish Council's website: www.BishopMonkton-pc.gov.uk</p> <p>Further information can be obtained from the Parish Clerk Email: Clerk@Bishopmonkton-pc.gov.uk</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.10 per A4 sheet.</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy Health and safety policy</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Information available on Bishop Monkton Parish Council's website: www.BishopMonkton-pc.gov.uk</p> <p>Further information can be obtained from the Parish Clerk Email: Clerk@Bishopmonkton-pc.gov.uk</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.10 per A4 sheet.</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p> <p>Any publicly available register or list (if any are held this should be publicised; mainly existing access provisions will suffice)</p> <p>Assets register</p> <p>Disclosure log (indicating the information that has been provided in response to requests; may not be held by parish councils)</p> <p>Register of members' interests</p>	<p>Information available on Bishop Monkton Parish Council's website: www.BishopMonkton-pc.gov.uk</p> <p>Further information can be obtained from the Parish Clerk Email: Clerk@Bishopmonkton-pc.gov.uk</p>	<p>Electronic Copies free of charge.</p> <p>Hard Copies charged at £0.10 per A4 sheet.</p>

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Information available on Bishop Monkton Parish Council's website: <a href="http://www.BishopMonkton-pc.gov.uk">www.BishopMonkton-pc.gov.uk</a> Further information can be obtained from the Parish Clerk Email: <a href="mailto:Clerk@Bishopmonkton-pc.gov.uk">Clerk@Bishopmonkton-pc.gov.uk</a>	Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet.
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**Contact details:**

Sue Reid, Parish Clerk

Email: [Clerk@Bishopmonkton-pc.gov.uk](mailto:Clerk@Bishopmonkton-pc.gov.uk)

**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Adopted by Bishop Monkton Parish Council on 16<sup>th</sup> December 2020

Date of review: 15<sup>th</sup> May 2025

Review date: May 2026

Reviewed: 17th June 2025