



Bishop Monkton Parish Council

Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p>	<p>Information available on Bishop Monkton Parish Council's website: www.BishopMonkton-pc.gov.uk Further information can be obtained from the Parish Clerk.</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet.</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>Clerk@Bishopmonkton-pc.gov.uk</p>	
<p>Location of main Council office and accessibility details</p>	<p>N/A</p>	
<p>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 Budget Financial Regulations</p>	<p>Information available on Bishop Monkton Parish Council's website: www.BishopMonkton-pc.gov.uk Further information can be obtained from the Parish Clerk Email: Clerk@Bishopmonkton-pc.gov.uk</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet.</p>
<p>Class 3 – What our priorities are and how we are doing (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</p>	<p>Information available on Bishop Monkton Parish Council's website: www.BishopMonkton-pc.gov.uk Further information can be obtained from the Parish Clerk Email: Clerk@Bishopmonkton-pc.gov.uk</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet.</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	<p>Information available on the Bishop Monkton Parish Council's website: www.BishopMonkton-pc.gov.uk</p>	<p>Electronic Copies free of charge. Hard Copies charged at £0.10 per A4 sheet.</p>

<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>Class 5 – Our policies and procedures (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>Class 6 – Lists and Registers</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>

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

Sue Reid, Parish Clerk

Email: Clerk@Bishopmonkton-pc.gov.uk

SCHEDULE OF CHARGES

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

Adopted by Bishop Monkton Parish Council on 16th December 2020

Date of review: 15th May 2025

Review date: May 2026