

Information available from Bishop Wilton Parish Council under the model

publication scheme. **Approved and updated 26th February 2024** amended 22.04.2024 reviewed 22.05.2025

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website/Social Media Parish Council Noticeboard Hard copy	
Who's who on the Council and its Committees	Website Hard copy	
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	Website Parish Council Noticeboard	
Staffing structure	Hard copy	
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	(Hard copy and/or website)	
Annual Governance & Accountability Return form and report by External Auditor Limited to last 2 years , although back copies may be viewed on request	Website Hard copy	
Finalised budget	Hard copy	
Receipts and Payments accounts last 2 years, back copies may be viewed on request	Hard Copy	
Precept	Hard copy	

Financial Standing Orders and Regulations	Website Hard copy	
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy or website)	
Annual Report	Website Hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(Hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	
Agendas of meetings (as above)	Website Parish Council Noticeboard Hard copy	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting. 2 years back copies may be obtained on request Audios Recordings of meetings will be held until the physical copy is agreed and signed. Request to access the recordings should be made in writing to the Chair, who will take the request to the next full meeting for discussion and a decision to grant the request.	Website Hard copy Electronic copy	

Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website as appropriate Hard copy	
Responses to consultation papers	Hard copy	
Summary details and responses to planning applications	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copy or website)	
Policies and procedures for the conduct of council business: Procedural Standing Orders & Financial Regulations Committee, Working Group Terms of Reference Delegated authority in respect of officers Code of Conduct Policy statements Data Protection Policies	Hard copy/website	

Policies and procedures for the provision of services and about the employment of staff: Terms and conditions of Employment. Job Description. Equal Opportunities Policy. Health & Safety Policy. Grievance Policy. Working From Home Policy Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy/website	
Records of management policies (records retention, destruction and archive)	Hard copy	
Schedule of charges (for the publication of information)	Hard copy/website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	

Any publicly available register or list	Hard copy (some information may only be available by inspection)	
Assets Register	Website Hard copy	
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)	Hard copy	
Register of members' interests	Website Hard copy	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(Hard copy or website; some information may only be available by inspection)	
Current information only		
Childrens Play Area and inspection reports	Hard copy	
Outdoor adult gym equipment and inspection reports	Hard copy	
Street Lights	Hard copy	
Street Furniture – salt bins and seating		
Village Green		
Defibrillator – outside village hall		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to Bishop Wilton Parish Council

The Grange, Main Street, Thwing, YO25 3DY bishopwilton.clerk@gmail.com
www.bishopwiltonparishcouncil@eastriding.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Single copies of all documents black & White 10p per sheet	Cost of printing and administration
	Single copy of all documents Colour cost on application	Cost of printing and administration
	Archive material at cost dependant on actual material required	Cost of retrieving from archives and printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£3 document search	In accordance with the relevant legislation Local Government (Access to Information) Act 1985
Other		

