



Gateforth Parish Council

MODEL PUBLICATION SCHEME

DOCUMENT CONTROL

Approved: 13/03/23

Minutes Ref: 17581

Next Review: March '25

Version ID: PS.03.23

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INTRODUCTION

Gateforth Parish Council (GPC) must publish, under its publication scheme, any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and GPC is the only owner, then GPC must make it available for re-use under the terms of a specified licence*.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA

**The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).*

INFORMATION AVAILABLE FOR PUBLICATION

The following tables outline the information available from GPC under the model publication scheme.

GPC will make the information in this definition document available unless:

- it does not hold the information;
- the information has not yet been published, in line with the GPC [Communications Policy](#)
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

CLASS1 - WHO WE ARE AND WHAT WE DO

Information to be published	How the information can be obtained	Cost																
<p>Who's who on the Council and its Committees:</p> <p>Clerk: Graham Earnshaw</p> <p>Chair: Cllr Caroline Shaw</p> <p>Vice Chair: Cllr Andrew Collier</p> <p>Cllrs. Diane Hey, Diane Osborne, Gordon McGlone, Richard Longbottom, Tony Parkin</p>	<p>Website</p> <p>E-mail</p> <p>Hard copy</p>	<p>£0.00</p> <p>£0.00</p> <p>50p per sheet</p>																
<p>Contact details for Parish Clerk and Council members:</p> <table border="1"> <tr> <td>Clerk: Graham Earnshaw</td> <td>gateforthpc@gmail.com</td> </tr> <tr> <td>Chair: Cllr Caroline Shaw</td> <td></td> </tr> <tr> <td>Vice Chair: Cllr Andrew Collier</td> <td></td> </tr> <tr> <td>Cllr Diane Hey</td> <td></td> </tr> <tr> <td>Cllr Diane Osborne</td> <td></td> </tr> <tr> <td>Cllr Gordon McGlone</td> <td></td> </tr> <tr> <td>Cllr Richard Longbottom</td> <td></td> </tr> <tr> <td>Cllr Tony Parkin</td> <td></td> </tr> </table>	Clerk: Graham Earnshaw	gateforthpc@gmail.com	Chair: Cllr Caroline Shaw		Vice Chair: Cllr Andrew Collier		Cllr Diane Hey		Cllr Diane Osborne		Cllr Gordon McGlone		Cllr Richard Longbottom		Cllr Tony Parkin		<p>Website</p> <p>E-mail</p> <p>Hard copy</p>	<p>£0.00</p> <p>£0.00</p> <p>50p per sheet</p>
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Cllr Diane Hey																		
Cllr Diane Osborne																		
Cllr Gordon McGlone																		
Cllr Richard Longbottom																		
Cllr Tony Parkin																		
<p>Location of main Council office and accessibility details:</p> <p>No Office</p>	N/A	N/A																
<p>Staffing structure:</p> <p>1 part-time clerk/RFO</p>	See above																	

CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Finalised budget	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Precept	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Grants given and received	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
List of current contracts awarded and value of contract	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Members' allowances and expenses	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Information to be published	How the information can be obtained	Cost
Parish Plan	No Parish Plan	N/A
Village Design Statement	No Visual Design Statement	N/A
Annual Report to Parish	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Quality status –	Not a quality council	N/A
Local charters drawn up in accordance with DCLG guidelines	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet

CLASS 4 – HOW WE MAKE DECISIONS

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Agendas of meetings (as above)	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Minutes of meetings (as above) <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Reports presented to council meetings <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Responses to consultation papers	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Responses to planning applications	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Bye-laws	No Bye-Laws	N/A

CLASS 5 – OUR POLICIES AND PROCEDURES

Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Code of Conduct • Policy statements 	<p>Website</p> <p>E-mail</p> <p>Hard copy</p>	<p>£0.00</p> <p>£0.00</p> <p>50p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • 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) 	<p>Website</p> <p>E-mail</p> <p>Hard copy</p>	<p>£0.00</p> <p>£0.00</p> <p>50p per sheet</p>
<p>Information security policy</p>	<p>Website</p> <p>E-mail</p> <p>Hard copy</p>	<p>£0.00</p> <p>£0.00</p> <p>50p per sheet</p>
<p>Records management policies</p> <p><i>(records retention, destruction and archive)</i></p>	<p>Website</p> <p>E-mail</p> <p>Hard copy</p>	<p>£0.00</p> <p>£0.00</p> <p>50p per sheet</p>
<p>Data protection policies</p>	<p>Website</p> <p>E-mail</p> <p>Hard copy</p>	<p>£0.00</p> <p>£0.00</p> <p>50p per sheet</p>
<p>Schedule of charges</p>	<p>Website</p>	<p>£0.00</p>

Information to be published	How the information can be obtained	Cost
<i>(for the publication of information)</i>	E-mail	£0.00
	Hard copy	50p per sheet

CLASS 6 – LISTS AND REGISTERS

Information to be published	How the information can be obtained	Cost
Any publicly available register or list <i>(if any are held this will be publicised)</i>	Website	£0.00
	E-mail	£0.00
	Council Notice Board	£0.00
	Hard copy	50p per sheet
Assets Register	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Disclosure log <i>(indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</i>	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Register of members' interests	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet
Register of gifts and hospitality	Website	£0.00
	E-mail	£0.00
	Hard copy	50p per sheet

CLASS 7 – THE SERVICES WE OFFER

Information to be published	How the information can be obtained	Cost
Allotments –	None held by parish council	N/A
Burial grounds and closed churchyards	None held by parish council	N/A
Community centres and village halls	None held by parish council	N/A
Parks, playing fields and recreational facilities – 1 play area; safety inspections	Available by inspection; hard copies may be made	50p per sheet
Seating, litter bins, clocks, memorials and lighting – benches; litter and dog waste bins; street lights.	Available by inspection	N/A
Bus shelters	Available by inspection	N/A
Markets	None	N/A
Public conveniences	None	N/A
Agency agreements	None	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	N/A

SCALE OF CHARGES

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 50 per sheet (black & white)	Actual cost: 50p per sheet
	Photocopying @ 60p per sheet (colour)	Actual cost: 60p per sheet
	Postage: current cost of 2 nd class letter or large letter	Actual cost: current cost of 2 nd class letter or large letter
Statutory Fee	N/A	In accordance with relevant legislation
Other	None	