

# Gargrave Parish Council

## ICO Model Publication Scheme

This document provides details of the type of information that Gargrave Parish Council will publish to meet our commitments under the model publication scheme recommended by the Information Commissioners Office.

This document is not meant to give an exhaustive list of everything that is covered by our publication scheme. Gargrave Parish Council will continue to comply with our legal commitment to the model publication scheme and we will look to provide as much information as possible on a routine basis.

This ICO Model Publication Scheme was adopted by the council in February 2024.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>Website: <a href="https://gargravepc.org.uk/">https://gargravepc.org.uk/</a></p> <p>Clerks Email Address: <a href="mailto:gargravepc@yahoo.com">gargravepc@yahoo.com</a></p>	Nil
Who's who on the Council and its Committees	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Nil
Location of main Council office and accessibility details	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Nil

Staffing structure	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Nil
--------------------	--	-----

<b>lass 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	<ul style="list-style-type: none"> <li>• Website</li> </ul>	Free
	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Annual return form and report by auditor	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Finalised budget	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Precept	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Borrowing Approval letter	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Financial Standing Orders and Regulations	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Grants given and received	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet

Members' allowances and expenses	Not applicable	
----------------------------------	----------------	--

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections, reviews). Current and previous year as a minimum	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions). Current and previous council year as a minimum	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Agendas of meetings (as above)	See above	See above

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	See above	See above
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Responses to consultation papers	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Responses to planning applications	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Bye-laws	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
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	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet

<p>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)</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul> <p>Website  Hard Copy – Contact the Clerk</p>	<p>Free  10p per sheet</p>
<p>Information security policy</p>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	<p>Free  10p per sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	<p>Free  10p per sheet</p>
<p>Data protection policies</p>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	<p>Free  10p per sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	<p>Free  10p per sheet</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy and website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	<p>Free  10p per sheet</p>
<p>Assets register</p>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	<p>Free  10p per sheet</p>

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	
Register of members' interests	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Register of gifts and hospitality	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
<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) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Seating, litter bins, dog bins, clocks, memorials and lighting	Where applicable: <ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	

Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b>		
All information in compliance with the Local Government Data Transparency Code for Smaller Authorities with a turnover of less than £30,000:	<ul style="list-style-type: none"> <li>• Website</li> <li>• Hard Copy – Contact the Clerk</li> </ul>	Free 10p per sheet

**Contact details:**

The Parish Clerk  
Gargrave Parish Council  
The Village Hall  
West Street  
Gargrave  
BD23 3RD

Telephone: 01756 668208  
Email: [gargravepc@yahoo.com](mailto:gargravepc@yahoo.com)  
Website: <https://gargravepc.org.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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Statutory Fee		
		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority