

Aiskew & Leeming Bar Parish Council

Publication Scheme

(ICO Template Document)

Adopted Date: 20 May 2026

Review Date: May 2027 (Or unless significant change prior).

Signed.....

Name.....

Date.....

Parish Council Publication Scheme

1. Introduction

This Publication Scheme has been prepared and approved by Aiskew and Leeming Bar Parish Council

in accordance with the requirements of the Freedom of Information Act 2000. It outlines how the Parish Council will make information available to the public, ensuring transparency and accessibility in its operations.

2. Purpose of the Publication Scheme

The purpose of this Publication Scheme is to:

- Ensure compliance with the Freedom of Information Act 2000.
- Set out the classes of information the Parish Council routinely makes available.
- Clarify how the public can access this information.
- Explain whether any charges apply for accessing information.

3. Scope

This scheme applies to all recorded information held by the Parish Council, regardless of format (electronic or hard copy), unless exempt under the Freedom of Information Act 2000 or other relevant legislation.

4. Classes of Information

The Parish Council routinely publishes information within the following classes:

1. Who We Are and What We Do

- o Roles and responsibilities of the Parish Council.
- o Names and contact details of councillors.
- o Information on meetings, agendas, and minutes.

2. What We Spend and How We Spend It

- o Annual budget and precept information.
- o Financial statements and audits.

- o Details of grants and funding allocations.

3. What Our Priorities Are and How We Are Doing

- o Annual reports.

- o Parish plans or community strategies.

4. How We Make Decisions

- o Meeting schedules, agendas, and minutes.

- o Reports presented to council meetings.

- o Public consultations.

5. Our Policies and Procedures

- o Standing orders and financial regulations.

- o Policies on data protection, health and safety, and equality.

- o Complaints procedures.

6. Lists and Registers

- o Asset register.

- o Register of interests.

7. The Services We Offer

- o Information on the services provided by the Parish Council

5. How Information is Made Available

The Parish Council provides information through the following methods:

- Website: Core information will be published on the Parish Council's official website at www.aiskewleemingbar-pc.gov.uk
- Hard Copy: Specific documents may be available on request by contacting the Parish Clerk at clerk@Aiskew and [Leeming Barparishcouncil.gov.uk](http://LeemingBarparishcouncil.gov.uk)
- Noticeboards: Key information may also be displayed on the Parish Council's noticeboards.

6. Charges for Information

While much of the information provided under this scheme is free of charge, the Parish Council reserves the right to levy fees for certain requests. Charges may apply for:

- Photocopying and printing.
- Postage and packaging.
- Significant administrative time for compiling information.

A schedule of applicable charges is available upon request.

7. Requests for Information

Members of the public wishing to access information not routinely published under this scheme should contact the Parish Clerk. Requests must:

- Be made in writing (email or post).
- Provide sufficient detail to enable the information to be identified.

The Parish Council will respond to requests within 20 working days, in line with statutory obligations.

8. Review and Maintenance

This Publication Scheme will be reviewed annually by the Parish Council to ensure it remains current and compliant with legislative requirements.

9. Contact Details

For further information, please contact:

Mr Richard Clare

Parish Clerk, Aiskew and Leeming Bar Parish Council

clerk@aiskewleemingbar-pc.gov.uk

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