



Bishop Middleham
& Mainsforth

Bishop Middleham Parish Council

PUBLICATION SCHEME

DOCUMENT CONTROL	
Version Number	V1-2024
Adopted on	11 th September 2024
Next Review	September 2025

Publication Scheme

The table below details information that Bishop Middleham Parish Council can provide in order to meet its commitments under the ICO's model publication scheme.

Before a request is made for information, it may be helpful to see if the information required is already available on the Bishop Middleham Parish Council website. For instance, Parish Council decisions, spend and planning responses can be found in the council's minutes.

Please note that Bishop Middleham Parish Council's information is available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act 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- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Published on website:	-
Contact details for Parish Clerk and Council members	Published on website:	-
Location of main Council office and accessibility details	Bishop Middleham Parish Council currently use a room in The Village Hall. Contact is advisable via email: parishclerk@bishopmiddleham-pc.gov.uk	-
Staffing structure	Bishop Middleham Parish Council has one part time employee, the Parish Clerk	-

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)

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Published on website: Displayed on Parish Council Notice Boards on Front Street, Bishop Middleham and also in Mainsforth	-
Finalised budget	Available on request by email - planning to publish on website	-
Precept	Available on request by email - planning to publish on website	-
Borrowing Approval letter	Not applicable	-
Standing Orders and Financial Regulations	Published on website:	-
Grants given and received	Published on website:	-
List of current contracts awarded and value of contract	Available on request by email	-
Members' allowances and expenses	Not applicable	-

Class 3 - What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Parish Plan	Not applicable	-
Annual Report to Parish or Community Meeting	Published on website:	-
Quality status	Not applicable	-
Local charters drawn up in accordance with DCLG guidelines	Not applicable	-

Class 4 - How we make decisions

(Decision making processes and records of decisions)

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Published on website: Displayed on Parish Council Notice Boards on Front Street, Bishop Middleham and also in Mainsforth	-
Agendas of meetings	Published on website: Displayed on Parish Council Notice Boards on Front Street, Bishop Middleham and also in Mainsforth	-
Minutes of meetings - NOTE: this will exclude information that is properly regarded as private to the meeting.	Published on website: Displayed on Parish Council Notice Boards on Front Street, Bishop Middleham.	-
Reports presented to council meetings - NOTE this will exclude information that is properly regarded as private to the meeting.	Not applicable	-
Responses to consultation papers	Published on website:	-
Responses to planning applications	Published on website:	-
Bye-laws	Not applicable	-

Class 5 - Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Published on website: Or under review / development	-

Information to be published	How the information can be obtained	Cost
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) 	Published on website: Or under review / development	-
Information security policy	Not applicable	-
Records management policies (records retention, destruction and archive)	Published on website: Or under review / development	-
Data protection policies	Published on website:	-
Schedule of charges (for the publication of information)	As below, final item	-

Class 6 - Lists and Registers

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	-
Assets register	Published on website:	-
Disclosure log (indicating the information that has been provided in response to requests)	Available on request by email	-
Register of members' interests	Link to Durham County Council website published on website:	-

Information to be published	How the information can be obtained	Cost
Register of gifts and hospitality	Available on request by email or 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)

Information to be published	How the information can be obtained	Cost
Allotments	Not applicable	-
Burial grounds and closed churchyards	Not applicable	-
Community centres and village halls	The parish council does run or manage The Village Hall, which is a registered charity, owned and managed in it's own right.	-
Parks, playing fields and recreational facilities	The park, playing fields and recreation facilities at The Park, are managed by the Parish Council. The land is leased to the Parish Council from Durham County Council.	-
Seating, litter bins, clocks, memorials and lighting	Available on request by email or hard copy	-
Bus shelters	Available on request by email or hard copy	-
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	-

Contact details:

Anne Hall (Parish Clerk)

Tel: 07512314606

Email: parishclerk@bishopmiddleham-pc.gov.uk

Schedule of Charges

Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available in which case the Clerk's time will be charged at £10.00 per hour (pro rata).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost of printing ink and paper
	Photocopying @ 50p per sheet (colour)	Actual cost of printing ink and paper
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required	In accordance with the relevant legislation
Other	Clerk's time involved in gathering information, photocopying etc.	Actual cost £10 per hour (pro-rata)