



Bishop Middleham
& Mainsforth

Bishop Middleham Parish Council

PUBLICATION SCHEME

DOCUMENT CONTROL	
Version Number	V2-2026
Adopted on	11 March 2026
Next Review	March 2028

This Publication Scheme adopts the Information Commissioner's Office (ICO) Model Publication Scheme (2018) and commits to routinely publishing information in accordance with its principles.

1. Introduction

This Publication Scheme sets out the information routinely made available by Bishop Middleham Parish Council. It supports our commitment to openness, transparency, and accountability in line with the Freedom of Information Act 2000.

The ICO's Model Publication Scheme outlines seven classes of information that public authorities should make available:

- 1) Who we are and what we do
- 2) What we spend and how we spend it
- 3) What our priorities are and how we are doing
- 4) How we make decisions
- 5) Our policies and procedures
- 6) Lists and registers
- 7) The services we offer

Most of this information is available on our website: www.bishopmiddleham-pc.gov.uk

2. How to Access Information

Information is available via our website or by contacting the Parish Clerk. We aim to make information accessible in alternative formats upon request.

Requests for information not published online can be made in writing by email or post. Environmental information may be requested verbally under the Environmental Information Regulations (EIR) 2004.

Class 1 - Who we are and what we do

Information Available	How to Access	Cost
Councillors and Committees	Website	Free
Contact details for Clerk and Councillors	Website	Free
Location and accessibility of Council office	Website / Email Clerk	Free
Staffing structure	Website	Free

Class 2 - What we spend and how we spend it

Information Available	How to Access	Cost
Annual return and auditor report	Website / Noticeboards	Free
Finalised budget	Website	Free
Precept	Website	Free
Standing Orders and Financial Regulations	Website	Free
Grants awarded	Website	Free
Contracts awarded	Email request	Free

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

Information Available	How to Access	Cost
Annual Report to Parish Meeting	Website	Free

Class 4 - How we make decisions

Information Available	How to Access	Cost
Meeting timetable	Website / Noticeboards	Free
Agendas and minutes	Website / Noticeboards	Free
Consultation responses	Website	Free
Planning responses	Website	Free

Class 5 - Our policies and procedures

Information Available	How to Access	Cost
Standing Orders, Code of Conduct, Delegation	Website	Free
Employment and Equality policies	Website	Free
Complaints and FOI procedures	Website	Free
Records management and retention	Website	Free
Data protection policies	Website	Free

Class 6 - Lists and Registers

Information Available	How to Access	Cost
Assets register	Website	Free
Disclosure log	Email request	Free
Register of members' interests	Link to Durham County Council	Free
Register of gifts and hospitality	Email request	Free

Class 7 - The services we offer

Information Available	How to Access	Cost
Parks and recreation areas	Website	Free
Street furniture (benches, bins)	Email request	Free
Bus shelters	Email request	Free

Schedule of Charges

Most information is available free of charge. Charges may apply for printed copies, postage, or where significant staff time is required to locate and prepare information.

We will inform you in advance if a charge applies. FOI Fees Regulations may apply separately.

Type of Charge	Description	Basis of Charge
Photocopying (B&W)	20p per sheet	Actual cost
Photocopying (Colour)	50p per sheet	Actual cost
Postage	Royal Mail 2nd Class	Actual cost
Clerk's time	£10/hour (pro rata)	Actual cost
Statutory fees	If applicable	As per legislation

Contact Details

Parish Clerk: Anne Hall

Email: parishclerk@bishopmiddleham-pc.gov.uk

Phone: 07512 314606

Address: Bishop Middleham Parish Council, c/o The Village Hall, Front Street, Bishop Middleham, County Durham, DH17 9AJ