

2025

Killinghall Parish Council: ICO Model Publication Scheme



Adopted: 30th July 2025



ICO Model Publication Scheme

Information That is available from Killinghall Parish Council under the Model Publication Scheme

Introduction

In accordance with the statutory requirements set out in Section 19 of the Freedom of Information Act 2000, Killinghall Parish Council has adopted the Information Commissioner's Model Publication Scheme. This scheme is designed to facilitate routine access to information held by public authorities, thereby promoting openness, transparency, and public awareness.

The Model Publication Scheme outlines categories of information—referred to as “classes”—that the Council is committed to making available without the need for a formal request. The scheme encompasses both mandatory core information and discretionary supplementary content, as deemed appropriate by the Council.

Information falling within these classes will be accessible through multiple channels, including:

- Physical inspection at the Parish Clerk's place of work
- Provision of hard copies upon request to the Parish Clerk
- Online publication via the Council's official website, where applicable

The Council reserves the right to levy reasonable charges for the provision of hard copies. Photocopying fees shall be applied as follows:

- £0.30 per A4 page
- £0.60 per A3 page

Any other costs related to the supply of information will be communicated in advance of fulfilment.



Information to be published		How the information can be obtained
Class 1	Who we are and what we do	
	(Organisational information, structures, locations and contacts)	
	List of Council members and their responsibilities as well a list of Council Committees	<ul style="list-style-type: none">• Website (Your Councillors)• For a Hardcopy, please contact the clerk
	Details of any representation on local public bodies	
	Postal and email address	<ul style="list-style-type: none">• Website (Contact Us)• For a Hardcopy, please contact the clerk
	Contact details for Parish Clerk and Council members	
	Location of main Council office and accessibility details	<ul style="list-style-type: none">• Website (Contact Us)• For a Hardcopy, please contact the clerk
	Staffing structure	<ul style="list-style-type: none">• Not Held



Information to be published		How the information can be obtained
Class 2	What we spend and how we spend it	
	(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	
	Statement of accounts and internal audit report in the format included in the Annual Return form	<ul style="list-style-type: none">• Website (<u>Internal & External Auditor Reports</u>)• For a Hardcopy, please contact the clerk
	Finalised budget	<ul style="list-style-type: none">• Website (<u>Monthly Budget Reports</u>)• For a Hardcopy, please contact the clerk
	Precept	<ul style="list-style-type: none">• Website (<u>Monthly Budget Reports</u>)• For a Hardcopy, please contact the clerk
	Borrowing Approval letter	<ul style="list-style-type: none">• Not Held
	All items of expenditure above £100	<ul style="list-style-type: none">• Website (<u>Agendas & Minutes</u>)• For a Hardcopy, please contact the clerk
	Financial Standing Orders and Regulations	<ul style="list-style-type: none">• Website (<u>Publications & Policies</u>)• For a Hardcopy, please contact the clerk
	Grants given and received	<ul style="list-style-type: none">• Website (<u>Publications & Policies</u>)• For a Hardcopy, please contact the clerk



List of current contracts awarded and value of contract	<ul style="list-style-type: none"> Website (<u>Publications & Policies</u>) For a Hardcopy, please contact the clerk
Members' allowances and expenses	<ul style="list-style-type: none"> Not Held

Information to be published		How the information can be obtained
Class 3	What our priorities are and how we are doing	
	(Strategies and plans, performance indicators, audits, inspections and reviews (Current and previous year))	
	Annual governance statement in format included in the Annual Return form	<ul style="list-style-type: none"> Website (<u>Internal & External Auditor Reports</u>) For a Hardcopy, please contact the clerk
	Parish Plan	<ul style="list-style-type: none"> Not Held
	Annual Report to Parish or Community Meeting	<ul style="list-style-type: none"> Not Held
	Quality status	<ul style="list-style-type: none"> Not Held
	Local charters drawn up in accordance with DLUHC's guidelines	<ul style="list-style-type: none"> Not Held
	Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	<ul style="list-style-type: none"> Website (<u>Publications & Policies</u>) For a Hardcopy, please contact the clerk



Information to be published		How the information can be obtained
Class 4	What we spend and how we spend it	
	(Decision making processes and records of decisions)	
	Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<ul style="list-style-type: none">• Website (Meeting Dates)• For a Hardcopy, please contact the clerk
	Agendas of meetings	<ul style="list-style-type: none">• Website (Agendas & Minutes)• For a Hardcopy, please contact the clerk
	Minutes of meetings (excludes material that is properly considered to be exempt from disclosure)	<ul style="list-style-type: none">• Website (Agendas & Minutes)• For a Hardcopy, please contact the clerk
	Reports presented to council meetings (excludes material that is properly considered to be exempt from disclosure)	<ul style="list-style-type: none">• Website (Agendas & Minutes)• For a Hardcopy, please contact the clerk
	Responses to consultation papers	<ul style="list-style-type: none">• Website (Agendas & Minutes)• For a Hardcopy, please contact the clerk
	Responses to planning applications	<ul style="list-style-type: none">• Website (Agendas & Minutes)• For a Hardcopy, please contact the clerk
	Bye-laws	<ul style="list-style-type: none">• Not Held



Information to be published		How the information can be obtained
Class 5	Our Policies and Procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none">• 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">• Website (Publications & Policies)• For a Hardcopy, please contact the clerk
Policies and procedures for the provision of services and about the employment of staff: <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 and details of current vacancies• Policies and procedures for handling requests for information• Complaints procedures (including those covering requests for information and operating the publication scheme)		<ul style="list-style-type: none">• Website (Publications & Policies)• For a Hardcopy, please contact the clerk



Records management, personal data and access to information policies

- Information security policies,
- records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies

- Website ([Publications & Policies](#))
- For a Hardcopy, please contact the clerk

Information to be published		How the information can be obtained
Class 6	Lists and Registers	
	(Currently maintained lists and registers only.)	
	Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	<ul style="list-style-type: none">• Website (Publications & Policies)• For a Hardcopy, please contact the clerk
	Assets register, including details of public land and building asset	<ul style="list-style-type: none">• Website (Assets)• For a Hardcopy, please contact the clerk
	Disclosure log indicating the information provided in response to FOIA and EIR requests.	<ul style="list-style-type: none">• Website (Publications & Policies)• For a Hardcopy, please contact the clerk
	Register of members' interests	<ul style="list-style-type: none">• Website (North Yorkshire Council)• For a Hardcopy, please contact the clerk
	Register of gifts and hospitality	<ul style="list-style-type: none">• Website (North Yorkshire Council)• For a Hardcopy, please contact the clerk



Information to be published		How the information can be obtained
Class 7	The Services We Offer	
	(Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.)	
	Allotments	<ul style="list-style-type: none">• Website (Publications & Policies)• For a Hardcopy, please contact the clerk
	Burial grounds and closed churchyards	<ul style="list-style-type: none">• Not Held
	Community centres and village halls	<ul style="list-style-type: none">• Not Held
	Parks, playing fields and recreational facilities	<ul style="list-style-type: none">• Not Held
	Seating, litter bins, clocks memorials and lighting	<ul style="list-style-type: none">• Not Held
	Bus shelters	<ul style="list-style-type: none">• Not Held
	Markets	<ul style="list-style-type: none">• Not Held
	Public conveniences	<ul style="list-style-type: none">• Not Held
	Agency Agreements	<ul style="list-style-type: none">• Not Held
	Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	<ul style="list-style-type: none">• Not Held



Information to be published	How the information can be obtained
Additional Information	
(Information not itemised in the lists above)	
Vexatious Requests	<ul style="list-style-type: none">• Website (The Vexatious Policy)• For a Hardcopy, please contact the clerk

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