# SEAMER PARISH COUNCIL

www.seamercrossgates-pc.gov.uk

## PUBLICATION SCHEME

**Adopted by the Council on 13 October 2026**

**Next Review due 31 October 2027**

# Information available from Seamer Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| **Information to be published** | **How the information can be obtained** | **Cost** |
|---|---|---|
| **Class 1 - Who we are and what we do**<br>(Organisational information, structures, locations and contacts)<br>Current information only | (hard copy or website)<br>**WEBSITE**<br>**Home** page overview/links | Nil |
| List of Council members and their responsibilities<br><br>as well a list of Council Committees and Working Groups<br><br>Details of any representation on local public bodies | **WEBSITE**<br>**Members\|Responsibilities** page<br><br>Listed against **Members \| Responsibilities** and Terms of Reference section on **Documents** page<br><br>Listed against **Members \| Responsibilities** | Nil |
| Postal and email address<br>Contact details for Parish Clerk and Council members<br>Where possible, provide named contacts including contact phone numbers and email addresses | **WEBSITE**<br>**Members\|Responsibilities** page for Council members and<br>**Contact** page for the Clerk & Responsible Financial Officer | Nil |
| Location of main Council office and accessibility details | **NOT HELD**. The postal address is a PO Box address. Post is delivered to the Clerk & Responsible Financial Officer.<br>See **WEBSITE** **Council Meetings** page for venues | N/A |
| Staffing structure | **NOT HELD**. The Clerk & Responsible Financial Officer is the only member of staff | N/A |

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| **Class 2 – What we spend and how we spend it**<br>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum | (hard copy or website) | |
| Statement of accounts and internal audit report in the format included in the Annual Return form | **WEBSITE**<br>Governance, Accounting & Audit reports on **Finance, Accounts & Audit** pages | Nil |
| Finalised budget | **WEBSITE**<br>Original approved Budget & Precept and Revised Budgets on **Finance, Accounts & Audit** pages | Nil |
| Precept | **WEBSITE**<br>Original approved Budget & Precept on **Finance, Accounts & Audit** pages | Nil |
| Borrowing Approval letter | **NOT HELD** | N/A |
| All items of expenditure above £100 | **WEBSITE**<br>Financial Schedules on **Finance, Accounts & Audit** pages | Nil |
| Financial Standing Orders and Regulations | **WEBSITE**<br>Standing Orders, Financial Regulations and Asset Register section on **Finance, Accounts & Audit** main page | Nil |
| Grants given and received | **WEBSITE**<br>**Finance, Accounts & Audit** pages | Nil |
| List of current contracts awarded and value of contract | **WEBSITE**<br>**Finance, Accounts & Audit** pages | Nil |
| Members' allowances and expenses | **WEBSITE**<br>**Finance, Accounts & Audit** pages | Nil |
| **Class 3 – What our priorities are and how we are doing**<br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br>Current and previous year as a minimum | (hard copy or website) | |
| Annual governance statement in format included in the Annual Return form | **WEBSITE**<br>Governance, Accounting & Audit reports on **Finance, Accounts & Audit** pages | Nil |
| Parish Plan | **NOT HELD** | N/A |
| Annual Report to Parish or Community Meeting | **WEBSITE**<br>**Parish Meeting (Assembly)** pages | Nil |
| Quality status | **NOT HELD** | N/A |

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|---|---|---|
| Local charters drawn up in accordance with DLUHC's guidelines | **NOT HELD** | N/A |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | **NOT HELD** | N/A |
| **Class 4 – How we make decisions**<br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum | (hard copy or website) | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | **WEBSITE**<br>**Council Meetings** page | Nil |
| Agendas of meetings (as above) | **WEBSITE**<br>**Agendas & Reports** pages | Nil |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure | **WEBSITE**<br>**Minutes** pages | Nil |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | **WEBSITE**<br>**Agendas & Reports** pages | Nil |
| Responses to consultation papers | **WEBSITE**<br>Within relevant **Minutes** | Nil |
| Responses to planning applications | **WEBSITE**<br>Within relevant **Minutes** | Nil |
| Bye-laws | **NOT HELD** | N/A |
| **Class 5 – Our policies and procedures**<br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only | (hard copy or website) | |
| Policies and procedures for the conduct of Council business:<br>• Procedural standing orders<br>• Committee and sub-committee & Working Group terms of reference<br>• Delegated authority in respect of officers<br>• Code of Conduct<br>• Policy statements | **WEBSITE**<br>**Documents** page<br>Code of Conduct & Standing Orders section.<br>[Delegations specified within Standing Orders, Financial Regulations on **Finance, Accounts & Audit main** page & exceptionally for specific matters within relevant **Minutes**].<br>Committee & Working Group Terms of Reference section.<br>Policies and Procedures section | Nil |

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| Policies and procedures for the provision of services and about the employment of staff:<br><br>• ~~Internal instructions to staff and policies relating to the delivery of services~~**~~**<br>• Equality and diversity policy*****<br>• Health and safety policy*****<br>• ~~Recruitment policies and details of current vacancies~~**~~**<br>• ~~Policies and procedures for handling requests for information~~**~~**<br>• Complaints procedures***** (~~including those covering requests for information and operating the publication scheme~~)**~~**** | **WEBSITE**<br><br>**Documents** page*****<br>or<br>**NOT HELD****<br><br>N/A | Nil |
| Records management, personal data and access to information policies<br>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies | **WEBSITE**<br>**Documents** page | N/A |
| **Class 6 – Lists and Registers**<br>Currently maintained lists and registers only. | (hard copy or website; some information may only be available by inspection) | |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | **NOT HELD** | N/A |
| Assets register, including details of public land and building assets | **WEBSITE**<br>**Finance, Accounts & Audit** main page | Nil |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | **NOT HELD** | N/A |
| Register of members' interests | **WEBSITE**<br>**Members\|Responsibilities** page | Nil |
| Register of gifts and hospitality | **WEBSITE**<br>Within Register of members' interests on **Members \| Responsibilities** page | Nil |
| **Class 7 – The services we offer**<br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | (hard copy or website; some information may only be available by inspection) | |
| Allotments | **WEBSITE**<br>**Allotments** page | Nil |
| Burial grounds and closed churchyards | **NOT HELD** | N/A |
| Community centres and village halls | **NOT HELD**<br><br>but **WEBSITE** includes information pages for Seamer & Irton **War Memorial Hall** and **Crossgates Community Ctre** for which the Council is Custodian Trustee | N/A |

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| Parks, playing fields and recreational facilities | **WEBSITE**<br>**Outdoor Gyms**, **Playgrounds** & **Trim Trail** pages | Nil |
| Seating, ~~litter bins, clocks, memorials and lighting~~ | **WEBSITE**<br>Within Asset register on **Finance, Accounts & Audit** main page | Nil |
| Bus shelters | **NOT HELD** | N/A |
| Markets | **NOT HELD** | N/A |
| Public conveniences | **NOT HELD** | N/A |
| Agency agreements | **WEBSITE**<br>**Finance, Accounts & Audit** pages | Nil |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees) | **WEBSITE**<br>**Allotments** page | Nil |
| **Additional Information**<br>Information not itemised in the lists above | | |
| Defibrillators | **WEBSITE**<br>**Defibrillators** page | Nil |
| Community Speed Watch | **WEBSITE**<br>**Community Speed Watch** page | Nil |
| Road Salt/Grit Bins | **WEBSITE**<br>Within Asset register on **Finance, Accounts & Audit** main page | Nil |
| Vehicle Activated Signs | **WEBSITE**<br>**Vehicle Signs** page | Nil |

## 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 |
|---|---|---|
| **Disbursement cost** | Printing and/or Photocopying @ 10p per A4 sheet (black & white) | Estimated Actual cost * |
| | Printing and/or Photocopying @ 15p per A4 sheet (colour) | Estimated Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| | | |
| **Statutory Fee** | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| **Other** | Venue @ £15 per hour | Actual cost of renting room in Seamer & Irton War Memorial Hall or Crossgates Community Centre to meet to share information by inspection and/or explanation |
| | | |
| | Mileage @ 65p per mile | Actual cost for Clerk & Responsible Financial Officer's attendance |

* the actual cost incurred

Signed: Chairman of the Council

Clerk of the Council and Responsible Financial Officer
Proper Officer

Date: 13 October 2026