

*Darrington Parish Council  
West Yorkshire*

## Publication Scheme

*Adopted February 2022*

In accordance with the Freedom of Information Act local councils are required to give members of the public access to various documents relating to the day to day running of the council.

The information contained in this publication Scheme for Darrington Parish Council can be accessed from [www.darrington.org.uk](http://www.darrington.org.uk) or requested via email to [clerk@darrington.org.uk](mailto:clerk@darrington.org.uk).



This document lists the information that is readily available under the Publication Scheme and how it may be accessed.

## Information available from Darrington Parish Council under the Publication Scheme

The below information is available on the website ([www.darrington.org.uk](http://www.darrington.org.uk)), upon email request from [clerk@darrington.org.uk](mailto:clerk@darrington.org.uk) or a hard copy can be obtained on request from the Proper Officer (telephone number provided below).

<b>Information to be published</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only
Who's who on the Council and its Committees
Contact details of Proper Officer Mrs V Stones Tel 01977 794794
Location of main Council office and accessibility details
Staffing structure
<b>Class 2 –What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum
Annual return form and report by auditor
Finalised budget
Precept
Borrowing Approval letter
Financial Standing Orders and Regulations
Grants given and received
List of current contracts awarded and value of contract
Members' allowances and expenses Chairman's allowance non-paid. Only mileage expenses are paid when travelling on council business outside the parish.
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Audit details are on the website in line with the Transparency Code
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)
Agendas of meetings (as above)
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.

Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.
Responses to consultation papers Responses to planning applications
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only
<u>Policies and procedures for the conduct of council business:</u> Standing orders Finance Regulations Code of Conduct Policies Minutes of meetings
Policies and procedures for the provision of services and about the employment of staff will be published in the event that a paid employee comes on board:
<u>Data protection policies (GDPR)</u> Publication Scheme General Privacy notice Privacy Notice for Staff, Councillors and Role Holders
<b>Class 6 – Lists and Registers</b> (Any publicly available register or list)
Assets register Register of members' interests
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only
Litter bins, clocks, dog waste bins, seating
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact details:

Mrs. V Stones

Proper Officer to Darrington Parish Council

Tel 07739 047184

Email [clerk@darrington.org.uk](mailto:clerk@darrington.org.uk)

**The Darrington Parish Council Publication Scheme was adopted on 10 February 2022.**