



## **Bentham Town Council Publication Scheme:**

Approved: - 1<sup>st</sup> March 2021

To be reviewed: - May 2022

## **Information available from Bentham Town Council**

**\*\*All items marked hard copy are available at a cost of 10p per sheet plus postage, on application to the clerk.  
E-mail or website items can be sent / downloaded free of charge.  
Items marked website also available by e-mail, on application to the clerk.**

Website [www.benthamtowncouncil.co.uk](http://www.benthamtowncouncil.co.uk)

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only.		
Who's who on the Council and its Committees	Website/hardcopy/email	**
Contact details for Parish Clerk and Council members	Website/hardcopy/email	**
Location of main Council office and accessibility details	Website/hardcopy/email/Noticeboards	**
Staffing structure	On request to clerk	
<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.		
Annual return form and report by auditor	Website/hardcopy/email/Noticeboards for one month from receipt	**
Finalised budget	Hardcopy/email	**
Precept	Hardcopy/email	**
Borrowing Approval letter	Hardcopy/email	**
Financial Standing Orders and Regulations	Hardcopy /email	**
Grants given and received	Hardcopy /email	**
List of current contracts awarded and value of contract	On request to the clerk	
Members' allowances and expenses	Not paid	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year.		
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year)	Minutes on website/hardcopy/email	**
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) <b>Current and previous council year.</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/hardcopy/email/Noticeboards	**
Agendas of meetings (as above)	On website and noticeboards three clear days before meetings/hardcopy/email	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Minutes on website/ hard copy/email	**
Recordings of meetings available until the draft minutes of that meeting have been confirmed.	On request to the clerk	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Minutes on website / hard copy/email	**
Responses to consultation papers	Minutes on website/ hard copy/email	**
Responses to planning applications	Minutes on website/ hard copy/email	**
Bye-laws	None	

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
Policies and procedures for the conduct of council business:		**
Procedural standing orders	Hardcopy/email	
Committee and sub-committee terms of reference	Hardcopy/email	
Delegated authority in respect of officers	Hardcopy/email	
Code of Conduct	Hardcopy/email	
Policy statements	Hardcopy/email	
Policies and procedures for the provision of services and about the employment of staff:		**
Internal policies relating to the delivery of services	Hardcopy/email	
Equality and diversity policy	Not applicable (less than 5 staff)	
Health and safety policy	Not applicable	
Recruitment policies (including current vacancies)	Not applicable	
Policies and procedures for handling requests for information	Hardcopy/email	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy/email	
Information Protection Policy	Hardcopy/email	
Records management policies (records retention, destruction and archive)	Hardcopy/email	
Data protection policies	On request to the clerk	
Schedule of charges (for the publication of information)	On this document	

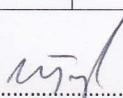
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only. Some information may only be available by inspection.		
Assets Register	Hardcopy/email	**
Disclosure log	Not applicable	
Register of members' interests	Website/hardcopy/email	
Register of gifts and hospitality	Apply to clerk	
<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. Some information may only be available by inspection.		
Allotments	Not applicable	
Burial grounds and closed churchyards – Cemetery on Butts Lane	On application to the Clerk	
Community centres and village halls – Bentham Town Hall	On application to the Clerk	
Parks, playing fields and recreational facilities – Philip Harvey Playing Field, Low Bentham	On application to the Clerk	
Seating, litter bins, clocks, memorials and lighting	On application to the Clerk	
Bus shelters	Operated by North Yorkshire County Council	
Markets	Not applicable	
Public conveniences – In Town Hall	On application to the clerk	
Agency agreements	Not Applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	Burial fees - Hardcopy/email	**

Additional Information	
Street Lighting	Operated by North Yorkshire County council & Craven District Council (Except some local unadopted roads – details on application to the Clerk).

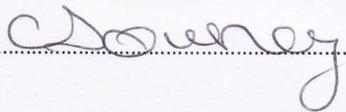
**Contact details:**Clerk: [townclerk@benthamtowncouncil.co.uk](mailto:townclerk@benthamtowncouncil.co.uk) 015242 62587.Website [www.benthamtowncouncil.co.uk](http://www.benthamtowncouncil.co.uk)**SCHEDULE OF CHARGES**

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	Photocopying @ 10 p per sheet (black & white)	Actual cost based on computer printing
Disbursement cost	Photocopying @ 20 p per sheet (colour)	Actual cost inc computer use
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class, recorded if requested

Chairman..... 

Date.. 1/3/2021

Clerk..... 

Date.. 01/03/2021