

IRBY UPON HUMBER PARISH COUNCIL

PUBLICATION SCHEME

Date Policy Agreed	4th November 2026
Date of Next Review	May 2027
Signature (Chair)	Mick Moody
Signature (Clerk)	Jane Thomson

Information to be published	**How the information can be obtained**	**Cost**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Hard Copy Website	20p Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy Website	20p Free
Location of main Council office and accessibility details	Hard Copy Website	20p Free
Staffing structure	N/A – Parish Clerk	



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Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard Copy Website	20p Free
Annual return form and report by auditor	Hard Copy Website	20p Free
Finalised budget & Precept requirements	Hard Copy Website	20p Free
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard Copy Website	20p Free
List of current contracts awarded and value of contract	Hard Copy	20p
Members' allowances and expenses	Hard Copy	20p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy Website	20p Free
Quality status	N/A	N/A



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Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Neighbourhood Plan Data	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy Website	20p Free
Agendas of meetings (as above)	Hard Copy Website	20p Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Hard Copy Website	20p Free
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard Copy	20p
Responses to consultation papers	N/A	N/A
Responses to planning applications – Available on the relevant meeting minutes or North Lincolnshire Council website	N/A	N/A
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		



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Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct All other adopted policies	Hard Copy Website	20p Free
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	Hard Copy Website	20p Free
Data protection policies	Hard Copy Website	20p Free
Schedule of charges	N/A	N/A
Class 6 – Lists and Registers Currently maintained lists and registers only – Some information may only be available for inspection		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Free
Assets Register	Hard Copy	20p



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	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	N/A
Register of members' interests	Website	Free
Register of gifts and hospitality	N/A	N/A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	N/A	N/A
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those	N/A	N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	N/A



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Contact details:

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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 @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (Colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Office Time	£20 per hour