



**Bramhope
& Carlton**
Parish Council



Information available from Bramhope & Carlton Parish Council under the model publication scheme

Publication Scheme

Adopted: 2018

Date of last review: 25th February 2026

Date of next review: July 2027

To be reviewed by: Finance & Administration Committee

To be approved by: Finance & Administration Committee

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.	Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk with email address and phone number and Council members (named contacts where possible with email address)	Website Noticeboards Newsletter	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Hard copy	Free

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	10p/sheet
Annual return form and report by auditor	Website Hard Copy	Free 10p/sheet
Finalised budget	Hard copy	10p/sheet
Precept	Hard copy	10p/sheet
Borrowing Approval letter	N/a – no borrowing	
Financial Standing Orders and Regulations	Website Hard copy	Free 10p/sheet
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	n/a – no allowances or expense	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	n/a	
Minutes and powerpoint presentation, containing annual financial information reported Annual Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	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 and any committee/sub-committee meetings and parish meetings)	Website/Noticeboards Hard copy	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p/sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p/sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications (in the form of Planning Committee minutes or comments submitted on the Leeds City Council planning portal)	Website Hard copy	Free 10p/sheet
Bye-laws	n/a no bye-laws	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy	10p/sheet
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference (included in Standing Orders) Delegated authority in respect of officers (included in Standing Orders) Code of Conduct	Website/Hard copy Website/Hard copy Website/Hard copy Hard copy Hard copy	Free/10p sheet Free/10p sheet Free/10p sheet 10p/sheet 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy	Hard copy Website/Hard copy	10p/sheet Free/10p sheet

Policies and procedures for handling requests for information	Hard copy	10p sheet
Complaints policy (including those covering requests for information and operating the publication scheme)	Hard copy Hard copy	10p sheet 10p/sheet
IT policy	Hard copy	10p/sheet
Records management policies (records retention, destruction and archive)	Website/Hard copy	Free/10p sheet
Data protection policies	Website/Hard copy	10p/sheet
Training & Development Policy		
Grievance Policy		
Disciplinary Policy		
Code of Conduct		
Reserves Policy		
Publication Scheme		
Schedule of charges (for the publication of information)	10p per sheet	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p/sheet
Assets register	Hard copy	10p/sheet
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)	Hard copy	10p/sheet
Register of members' interests	Website	Free
Register of gifts and hospitality	Hard copy	10p/sheet

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		

Allotments	None managed	
Burial grounds and closed churchyards	Hard copy	10p/sheet
Community centres and village halls	None managed	
Parks, playing fields and recreational facilities	Hard copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p/sheet
Bus shelters	Hard copy	10p/sheet
Markets	None managed	
Public conveniences	None managed	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free 10p/sheet
Village newsletter	Website Hard copy	Free Free – delivered to every household

Contact details:

To request a hard copy please contact the Clerk, Parish Office, Bramhope Village Hall, Old Lane , Bramhope, Leeds LS16 9AZ
 Tel 07530 900934 Email: clerk@bramhopecarlton-pc.gov.uk Website: www.bramhopecarlton-pc.gov.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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority