FLIXBOROUGH PARISH COUNCIL
PUBLICATION SCHEME

Name of Organisation	Flixborough Parish Council
Address	Village Hall, High Street, Flixborough, DN15 8RL
Date Policy Updated	14th August 2026
Date Policy Agreed	16th September 2026
Date of Next Review	September 2028
Signature (Chair)	Su Wilkinson
Signature (Clerk)	Natasha Wilkinson

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	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 Only Parish Clerk	

FLIXBOROUGH PARISH COUNCIL
PUBLICATION SCHEME

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	Hard Copy Website	20p Free
• Precept	Hard Copy Website	20p Free
• Borrowing Approval letter	N/A	N/A
• Financial Standing Orders and Regulations	Hard Copy Website	20p Free
• Grants given and received	Hard Copy Website	20p Free
• List of current contracts awarded and value of contract	Hard Copy Website	20p Free
• Members' allowances and expenses	Hard Copy Website	20p Free

FLIXBOROUGH PARISH COUNCIL
PUBLICATION SCHEME

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
• Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
• Neighbourhood Plan Data	Hard Copy Website	20p Free

FLIXBOROUGH PARISH COUNCIL
PUBLICATION SCHEME

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 Website	20p Free
• Responses to consultation papers	Hard Copy Website	20p Free
• Responses to planning applications	Hard Copy Website	20p Free
• Bye-laws	N/A	N/A

FLIXBOROUGH PARISH COUNCIL
PUBLICATION SCHEME

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: • Standing orders • Code of Conduct • Financial Regulations • Policy statements	Hard Copy Website	20p Free
Policies and procedures for the provision of services and about the employment of staff: • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy Website	20p Free
Information security policy	Hard Copy Website	20p Free
Records management policies (records retention, destruction and archive)	Hard Copy Website	20p Free
Data protection policies	Hard Copy Website	20p Free

Schedule of charges) for the publication of information)	Hard Copy Website	20p Free
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 Website	20p 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	Website	Free

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		
Community centres and village halls	Hard Copy Website	20p Free
Parks, playing fields and recreational facilities	Hard Copy Website	20p Free
Bus shelters	N/A	N/A
Additional Information	N/A	N/A

FLIXBOROUGH PARISH COUNCIL
PUBLICATION SCHEME

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Natasha Wilkinson- Parish Clerk
Email: clerk@flixborough-pc.gov.uk
Tel: 07716183750

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) Photocopying @ 20p per sheet (Colour) Postage	Actual cost * Actual cost 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

**Original signed copy is located with the Clerk **