

BURTON-IN-KENDAL PARISH COUNCIL

PUBLICATION SCHEME (2026 EDITION)

Based on the Information Commissioner's Office (ICO) Model Publication Scheme and adapted for Burton-in-Kendal Parish Council.

Reviewed and Adopted: _____

1. Introduction

This Publication Scheme sets out the classes of information that Burton-in-Kendal Parish Council publishes or intends to publish.

The Council is committed to openness, accountability and transparency and aims to make information proactively available wherever possible.

This scheme is adopted in accordance with the Freedom of Information Act 2000 and the Information Commissioner's Office (ICO) Model Publication Scheme.

This Publication Scheme shall be reviewed annually at the Annual Meeting of the Council.

2. Purpose of the Scheme

The purpose of this scheme is to ensure that information held by the Council is:

- routinely available;
 - easily accessible;
 - clearly presented;
 - provided in accordance with statutory requirements.
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3. How Information is Made Available

Information may be accessed:

- on the Council's website;
- by email request to the Clerk;
- in paper form where appropriate;

- by inspection by appointment.

Where possible, information shall be published electronically.

4. Classes of Information Published

The Council publishes information under the following categories:

- Who we are and what we do;
 - What we spend and how we spend it;
 - What our priorities are and how we are doing;
 - How we make decisions;
 - Our policies and procedures;
 - Lists and registers;
 - The services we offer.
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5. Information Available

Information published by the Council includes, but is not limited to:

Governance and Administration

- Councillor names and official council email contact details;
- Clerk and Responsible Financial Officer contact details;
- Council meeting agendas and minutes;
- Annual meeting documents;
- Annual reports where produced;
- Working group terms of reference where applicable.

Financial Information

- Annual budget and precept information;
- Accounting statements and AGAR documents;
- Internal and external audit reports;
- Expenditure information;
- Asset Register;
- Procurement information where applicable;
- Community Infrastructure Levy (CIL) receipts and expenditure reports.

Policies and Procedures

- Standing Orders;

- Financial Regulations;
- Code of Conduct;
- Complaints Procedure;
- Freedom of Information Policy;
- Publication Scheme;
- Data Protection Policy;
- Privacy Notice;
- Digital and IT Policy;
- Safeguarding Policy;
- Grant Awarding Policy;
- Equality Policy;
- Retention Policy;
- Risk Assessment and Risk Management documents.

Lists and Registers

- Register of Members' Interests;
- Asset Register;
- Register of payments where applicable.

Services and Facilities

- Information relating to the Council-managed playground;
 - Community and parish information;
 - Public notices and consultations.
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6. Charges

Information available on the Council's website is free of charge.

Reasonable charges may be made for:

- printing;
- photocopying;
- postage;
- large or complex requests permitted under legislation.

The Clerk will advise requesters of any charges before fulfilling a request.

7. Contact Details

Clerk to Burton-in-Kendal Parish Council:

Christine Davidson

Email: parishclerk@burton-in-kendal-pc.gov.uk

8. Accessibility

The Council aims to ensure that information published on its website is accessible and understandable.

Alternative formats may be provided where reasonably practicable.

9. Review

This Publication Scheme shall be reviewed annually in May or sooner if required by legislation or guidance.

Approved and adopted by Burton-in-Kendal Parish Council.

Chairman: _____

Clerk: _____

Date: _____