



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street
Pateley Bridge, HARROGATE, HG3 5LE

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PUBLICATION SCHEME

In line with Section 20 of the Freedom of Information Act 2000, the Information Commissioner developed and approved a new scheme which replaces the 2003 scheme adopted by Parish and Town Councils in that year. The new scheme was adopted by Pateley Bridge Town Council on 2 December 2008. There are seven classes of information in the new scheme and these are detailed below. Specific information included in each class can be viewed on the Pateley Bridge Town Council website or at the Council offices, by prior arrangement.

- Class 1 – Who we are and what we do**
- Class 2 – What we spend and how we spend it**
- Class 3 – What our priorities are and how we are doing**
- Class 4 – How we make decisions**
- Class 5 – Our policies and procedures**
- Class 6 – Lists and Registers**
- Class 7 – The services we offer**

Contact details for the Council and Clerk are shown above. The Clerk, Ms Laura Jowett, works for sixty hours per month, and can be contacted during normal working hours by phone or email.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard Copy (contact Clerk)	10p/sheet
Contact details for Town Clerk and Council members	Website	
Class 2 – What we spend and how we spend it		
Annual return and report by auditor	Website or Hard Copy	10p/sheet
Finalised budget / Precept	Website or Hard Copy	10p/sheet
Financial Standing Orders and Regulations	Website or Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
Class 3 – What are our priorities are and how we are doing Annual Reports to Parish Assembly	Website or Hard Copy	10p/sheet
Class 4 - How we make decisions Calendar of meetings Agenda / Minutes Reports presented at Council Meetings Responses to consultation papers Responses to planning applications	Website or Hard Copy Minutes on website or Hard Copy	10p/sheet
Class 5 – Our policies and procedures Code of Conduct Standing Orders Committee Terms of Reference Delegated authority to the Clerk Policies	Website or Hard Copy	10p/sheet

Information to be published	How the information can be obtained	Cost
Complaints procedure		
Class 6 – Lists and Registers Asset Register Register of Members Interests	On request from the Clerk Website	10p/sheet
Class 7 – The Services we offer Allotments Parks and Play Areas Public Seats Bus shelters	Website On request from the Clerk	

Adopted 1st February 2022