

BILBROUGH PARISH COUNCIL **FREEDOM OF INFORMATION PUBLICATION SCHEME** **AND** **TRANSPARENCY CODE FOR SMALLER AUTHORITIES** **STATEMENT**

Last updated: 24 March 2026

1. Introduction

Bilbrough Parish Council is committed to openness and transparency in its decision-making and financial management.

This document sets out:

- The information the Council publishes in accordance with the Freedom of Information Act 2000
- The information published under the Local Government Transparency Code for Smaller Authorities (for councils with annual income or expenditure not exceeding £25,000)

This scheme applies to all information held by the Parish Council.

2. How to Access Information

Information may be accessed:

- On the Parish Council website: www.bilbrough.org.uk
- By email request: clerk@bilbrough-pc.gov.uk
- By writing to:
The Clerk to the Council
c/o Bilbrough Village Hall
Cat Lane
Bilbrough
YO23 3PJ

Where information is not routinely published, it may be requested under the Freedom of Information Act 2000.

PART A – Publication Scheme (FOI)

The Council adopts the ICO Model Publication Scheme and publishes information under the following classes.

Class 1 – Who We Are and What We Do

- Names of councillors
 - Contact details for the Clerk
 - Meeting arrangements
 - Roles and responsibilities
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Class 2 – What We Spend and How We Spend It

- Annual budget
 - Precept information
 - Annual Governance and Accountability Return (AGAR)
 - Internal audit reports
 - Financial regulations
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Class 3 – What Our Priorities Are and How We Are Doing

- Annual Chair's report
 - Responses to consultations (at Council's discretion)
 - Community project information
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Class 4 – How We Make Decisions

- Agendas (published at least 3 days before meetings, excluding Sundays)
 - Approved minutes
 - Reports presented to council
 - Standing Orders
 - Policies and procedures
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Class 5 – Our Policies and Procedures

- Code of Conduct
 - Complaints procedure
 - Data protection policy
 - Freedom of Information policy
 - Financial regulations
 - Standing Orders
 - Publication scheme
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Class 6 – Lists and Registers

- Asset register
 - Register of Members' Interests (held by the Monitoring Officer at the District/Unitary Council)
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Class 7 – The Services We Offer

- Playing fields and recreational areas
- Public defibrillator

PART B – Transparency Code for Smaller Authorities

In accordance with the Transparency Code for Smaller Authorities, the Council publishes the following information:

1. All Items of Expenditure Above £100

Published at least annually and including:

- Date
 - Payee
 - Amount
 - VAT (if applicable)
 - Description of expenditure
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2. End of Year Accounts

- Annual Governance and Accountability Return (AGAR)
 - Annual Internal Audit Report
 - Annual Governance Statement
 - Accounting Statements
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3. Annual Governance Statement

Published with the AGAR and explaining the Council's governance arrangements.

4. Internal Audit Report

Annual internal audit report published in full.

5. List of Councillor Responsibilities

Including:

- Committee memberships (if applicable)

- Roles (Chair, Vice Chair, etc.)
 - Representation on outside bodies
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6. Details of Public Land and Building Assets

Asset register to include:

- Description of asset
 - Location
 - Ownership details
 - Date of acquisition (if known)
 - Cost (if known)
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7. Minutes, Agendas and Meeting Papers

- Agendas published before meetings
 - Draft minutes published within 30 days after meetings
 - Approved minutes retained and accessible
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8. Councillor Allowances and Expenses

If paid, the total amount paid to each councillor annually.

3. Charges

Most information is available free of charge.

Reasonable charges may apply for:

- Printing
- Photocopying
- Postage

Charges will be in accordance with statutory guidance.

4. Review

This Publication Scheme and Transparency Statement will be reviewed annually by the Parish Council.

5. Contact Details

Clerk to Bilbrough Parish Council
c/o Bilbrough Village Hall
Cat Lane
Bilbrough
YO23 3PJ
Email: clerk@bilbrough-pc.gov.uk