Information available from Skipton Town Council under the model publication scheme

ADOPTED AT FULL COUNCIL 14TH MAY 2026, with Review at Full Council May 2027.

Skipton Town Councils is expected to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Skipton Town Council Website: www.skiptontowncouncil.gov.uk

Publishing datasets for re-use

Skipton Town Council must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

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. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	• Town Council's website • Powerpoint presentation on screen in reception • Hard copies available on request from a member of staff during normal working hours	10p per sheet

Who's who on the Council and its Committees	• Town Council's website • Hard copy or email available on request from a member of staff during normal working hours	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	• Town Council website • Social media pages • Google search engine • Yellow Pages/ Phone Book • Notice board in reception	10p per sheet
Location of main Council office and accessibility details	• Town Council website • Social media pages • Google search engine	Nil
Staffing structure	• Town Council's website • Hard copy or email available on request from a member of staff during normal working hours	10p per sheet
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		
Annual return form and report by auditor	• Town Council's website • Notice board in reception	10p per sheet

Finalised budget	Website • Hard copy or email available on request from a member of staff during normal working hours	10p per sheet
Precept	Website	10p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	• Website Hard copy or email available on request from a member of staff during normal working hours	10p per sheet
Grants given and received	n/a	
List of current contracts awarded and value of contract	• Town Council's website (payments over £500)	10p per sheet
Members' allowances and expenses	• Hard copy or email available on request from a member of staff during normal working hours – an allowance is only allocated to the Mayor	10p per sheet
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)	Strategic Plan on website	10p per sheet

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	• Town Council website • Hard copy or email available on request from a member of staff during normal working hours	10p per 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 (dates) • Notice board (calendar)	10p per sheet
Agendas of meetings (as above)	• Website • Hard copy on request during working hours	10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	• Website • Hard copy or email on request during working hours	10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	• Hard copy or email available on request during working hours	10p per sheet
Responses to consultation papers	• Included within applicable minutes	10p per sheet

Responses to planning applications	• Hard copy or email available on request during working hours • On the planning authority's website	10p per sheet
Bye-laws	Market By-laws available on request in the office.	10p per sheet
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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy or email available on request from a member of staff during normal working hours	10p per 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 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 or email available on request from a member of staff during normal working hours • Current vacancies will be advertised on the Town Council website and via social media • The Complaints Procedure is on the Council website	10p per sheet
Information security policy	• Hard copy or email available on request from a member of staff during normal working hours	10p per sheet
Records management policies (records retention, destruction and archive)	• Hard copy or email available on request from a member of staff during normal working hours	10p per sheet
Data protection policies	• Hard copy or email available on request from a member of staff during normal working hours	10p per sheet
Schedule of charges (for the publication of information)	• Hard copy or email available on request from a member of staff during normal working hours	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)	n/a	
Assets register	• available on request for inspection from a member of staff during normal working hours • Copy on the Website	10p per 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)	n/a	
Register of members' interests	• available on request for inspection from a member of staff during normal working hours • Craven District Council website Link to CDC from our website.	10p per sheet
Register of gifts and hospitality	n/a	
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		

Allotments	• Hard copy or email available on request from a member of staff during normal working hours • On website	10p per sheet
Burial grounds and closed churchyards	• Website • Hard copy or email available on request from a member of staff during normal working hours	10p per sheet
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	• Website • Hard copy or email available on request from a member of staff during normal working hours	10p per sheet
Seating, litter bins, clocks, memorials and lighting	• Hard copy or email available on request for inspection from a member of staff during normal working hours	10p per sheet
Bus shelters	• Hard copy or email available on request for inspection from a member of staff during normal working hours	10p per sheet
Markets	• Website • Social Media • Hard copy or email available on request from a member of staff during normal working hours	10p per sheet

Public conveniences	• Website • Hard copy or email available on request from a member of staff during normal working hours	10p per sheet
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Recordings of meetings	Website, Facebook and YouTube Channel	Nil

Contact details: Louise Close, Chief Officer, Skipton Town Council, Armoury House, 45a Otley Street, Skipton, North Yorkshire, BD23 1EL

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 @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority