



Yarkhill Parish Council

Publication Scheme
(Freedom of Information Act 2000)

Approved 07.05.2026

1. Introduction

Yarkhill Parish Council adopts the Model Publication Scheme produced by the Information Commissioner's Office (ICO). [model-publication-scheme](#)

The purpose of this scheme is to make information held by the Council proactively available to the public in accordance with the Freedom of Information Act 2000.

The Council is committed to transparency, accountability and making information accessible.

2. Classes of Information

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and registers
7. Services we offer

3. Guide to Information Available

Class 1 – Who we are and what we do

Councillor details, Clerk details, Council structure, Committees, Contact information.

Access: Website / Clerk

Class 2 – What we spend and how we spend it

Budget, Precept, Accounts, AGAR, Audit reports, Payments.

Access: Website / Clerk

Class 3 – What our priorities are and how we are doing

Reports, Plans, Updates.

Access: Website / Clerk

Class 4 – How we make decisions

Agendas, Minutes, Reports.

Access: Website / Clerk

Class 5 – Policies and procedures

Standing Orders, Financial Regulations, Code of Conduct, Policies.

Access: Website / Clerk

Class 6 – Lists and registers

Members' Interests, Asset Register, Grants.

Access: Website / Clerk

Class 7 – Services we offer

Community services, maintenance, representation.

Access: Website / Clerk

4. Access to Information

Information will be available via the website, by email request, or by appointment with the Clerk.

5. Schedule of Charges

Website access: Free

Email documents: Free

Photocopying (A4): 20p per page

Postage: At cost

6. Exempt Information

Information may be withheld where permitted under the Freedom of Information Act, including personal data and confidential information.

7. Review

This scheme will be reviewed annually or when legislation changes.

8. Contact Details

Michael Greenfield

Clerk & Responsible Financial Officer

Email: clerkyarkhillparishcouncil@gmail.com

Website: <https://yarkhillparishcouncil.gov.uk>