



## PUBLICATION SCHEME

Date of adoption: 24<sup>th</sup> February 2026

Reviewed: 26<sup>th</sup> May 2026

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### INTRODUCTION

This model publication scheme is based on a scheme prepared and approved by the Information Commissioner (ICO). This publication scheme commits Tickhill Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

### THE SCHEME COMMITS THE COUNCIL:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### Schedule of Charges

#### Cost\*

**A4:** 10 p per sheet for a black and white copy, 20p per sheet for full colour\*

**A3:** 20 p per sheet for a black and white copy, 40p per sheet for full colour\*

**Postage:** Actual cost of Royal Mail standard 2nd class

## CLASS 1 – Who we are and what we do

INFORMATION TO BE PUBLISHED	HOW INFORMATION CAN BE OBTAINED	COST
Location of Tickhill Town	Tickhill Town Council Tithes Lane Tickhill Doncaster DN11 9QN	See cost *
Accessibility details	Telephone: 07922 059040 Website: <a href="http://www.tickhilltowncouncil.gov.uk">www.tickhilltowncouncil.gov.uk</a>	See cost*
Contact details for Clerk and members	<a href="mailto:clerk@tickhilltowncouncil.gov.uk">clerk@tickhilltowncouncil.gov.uk</a> Telephone: 07922 059040 <a href="mailto:rfo@tickhilltowncouncil.gov.uk">rfo@tickhilltowncouncil.gov.uk</a> <a href="mailto:communications@tickhilltowncouncil.gov.uk">communications@tickhilltowncouncil.gov.uk</a> Telephone: 07749 030263 Website: <a href="http://www.tickhilltowncouncil.gov.uk">www.tickhilltowncouncil.gov.uk</a> Facebook: Tickhill Town Council	See cost*
Staff	<a href="mailto:clerk@tickhilltowncouncil.gov.uk">clerk@tickhilltowncouncil.gov.uk</a> <a href="mailto:rfo@tickhilltowncouncil.gov.uk">rfo@tickhilltowncouncil.gov.uk</a> <a href="mailto:communications@tickhilltowncouncil.gov.uk">communications@tickhilltowncouncil.gov.uk</a>	See cost*
List of Council Members and their responsibilities, list of Council Committees and working groups	Website: <a href="http://www.tickhilltowncouncil.gov.uk">www.tickhilltowncouncil.gov.uk</a> Hard copy – contact the Clerk	See cost*

## 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	Hard copy – contact the Clerk Website	See cost*
Statement of Accounts and internal audit report in the format included in the Annual Return form	Hard copy – contact the Clerk Website	See cost*
Finalised budget	Hard copy – contact the Clerk Website	See cost*
Precept	Hard copy – contact the Clerk Website	See cost*

Borrowing approval letter	N/A	N/A
All items of expenditure above £100	Hard copy – contact the Clerk Website	See cost*
Financial Standing Orders and Regulations	Hard copy – contact the Clerk Website	See cost*
Grants given and received	Hard copy – contact the Clerk	
List of current contracts awarded and value of contract	Hard copy – contact the Clerk	See cost*
Members allowances and expenses	Hard copy – contact the Clerk	

### CLASS 3 – What our priorities are and what we are doing

Annual governance statement in format included in the Annual Return Form	Hard copy – contact the Clerk Website	See cost*
Neighbourhood Plan – adopted and draft plans	Hard copy – contact the Clerk Website	See cost*
Annual report to Parish or Annual Parish Meeting (current and previous year as a minimum)	Hard copy – contact the Clerk Website	See cost*
Quality Status	N/A	N/A
Local charters drawn up with DLUHC’s guidelines	N/A	N/A

### CLASS 4 – How we make decisions

Dates and timing of meetings (Council and Committee and Parish Meetings)	Hard copy – contact the Clerk Website Notice board – St Mary’s Car Park	See cost*
Agendas of meetings	Hard copy – contact the Clerk Website Notice board – St Mary’s Car Park	See cost*

Minutes of meetings – current and previous year as a minimum (excluding information that is properly considered to be exempt from disclosure)	Hard copy – contact the Clerk Website	See cost*
Reports presented to the Council (excluding information that is properly considered to be exempt from disclosure)	Hard copy – contact the Clerk	See cost*
Responses to Consultation Papers	Hard copy – contact the Clerk	See cost*
Responses to Planning Applications	Hard copy – contact the Clerk Website Doncaster Council website: <a href="http://www.doncastercouncil.gov.uk/planning">www.doncastercouncil.gov.uk/planning</a>	See cost*
Bye-Laws	N/A	N/A

## CLASS 5 – Our policies and procedures

Policies and procedures for the conduct of council business:		See cost*
Procedural Standing Orders	Hard copy – contact the Clerk Website	
Committee & working party Terms of Reference	Hard copy – contact the Clerk Website	
Delegated authority in respect of officers	Hard copy – contact the Clerk Website	
Code of Conduct	Hard copy – contact the Clerk Website	
Policies and procedures for the provision of services and about the employment of staff:		See cost*
Health & Safety Policy	Hard copy – contact the Clerk	
Complaints procedure	Hard copy – contact the Clerk	
Grievance Policy	Hard copy – contact the Clerk	
Training & Development Policy	Hard copy – contact the Clerk	

Records Management, personal data and access to information policies:		See cost*
Retention Policy CCTV Policy Subject Access Request Form (SARS) Website Accessibility Statement IT Policy Data Protection Policy	Most of our policies are available to download from our website, where they are not, hard copies can be obtained by contacting the Clerk	

### CLASS 6 Lists and registers

Any publicly available register or list (currently maintained lists and registers only)	For inspection only	N/A
Asset Register	For inspection only	N/A
Disclosure log indicating the information provided in response to FOIA and EIR requests; recommended as good practice but may not be held by Parish Councils	For inspections only	N/A
Register of Members Interests	Website	N/A
Register of Gifts & Hospitality	For information only	N/A

### CLASS 7 – The services we offer

Current Information only  Any leaflets, newsletters	Hard copy – contact the Clerk Website Some information may be for inspection only	See costs*
Allotments	N/A	N/A
Burial Grounds and Closed Churchyards	N/A	N/A

Community Centres and Village Halls	N/A	N/A
Parks Recreational Facilities and Playing Fields	N/A	N/A
Seating, Litter Bins, Clocks, Memorials and Lighting	N/A	N/A
Bus Shelters	N/A	N/A
Markets	N/A	N/A
Public Conveniences	N/A	N/A
Agency Agreements	N/A	N/A
A summary of services for which the Council is entitled to recover a fee, together with those fees (eg burial fees)	N/A	N/A

### Additional Information

This will prove the Council with the opportunity to publish information that is not itemised in the lists above		
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### Contact Details

Parish Clerk  
Tickhill Town Council  
The Pavilion  
Tithes Lane  
Tickhill  
Doncaster  
DN11 9QN

Telephone 07922 059040

Date of Adoption: 24<sup>th</sup> February 2026

Adopted by Full Council

Reviewed by full council at the annual meeting on 26<sup>th</sup> May 2026

Next review Date: May 2027 or on any changes in legislation