Yarm Town Council
Town Hall
High Street
Yarm
TS15 9AH

Publication Scheme

1. Introduction

Yarm Town Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme and is committed to openness, transparency and accountability in accordance with the Freedom of Information Act 2000.
The Council will make information available proactively where it is held and where it is reasonable to do so.
The Council consists of 11 elected volunteer Councillors and one paid Town Clerk.

2. Information Not Included

The Publication Scheme does not include:

- Information that is exempt under the Freedom of Information Act 2000
- Information prohibited from disclosure by law
- Personal data where disclosure would breach data protection legislation
- Draft documents
- Archived information that is no longer readily available

3. How Information is Made Available

Information covered by this Scheme will normally be available:

- On the Council's website
- By email request
- By written request
- For inspection by appointment where necessary

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

4. Classes of Information

Class 1 – Who We Are and What We Do

- Names of Councillors
- Committee structure (if applicable)
- Contact details for Councillors and the Clerk
- Roles and responsibilities
- Meeting locations

Class 2 – What We Spend and How We Spend It

- Annual budget and precept
- Annual accounts and AGAR
- Financial Regulations
- Payments above the transparency threshold
- Councillor allowances (if any)

Policy raised April 2026
Agreed at Council 8th September 2026

Class 3 – What Our Priorities Are and How We Are Doing

- Council priorities and objectives
- Annual reports (if produced)
- Key community projects

Class 4 – How We Make Decisions

- Council and committee agendas
- Minutes of meetings
- Standing Orders
- Decision-making procedures

Class 5 – Policies and Procedures

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints procedure
- Data protection and GDPR policy
- Risk management policy

Class 6 – Lists and Registers

- Register of Members' Interests
- Asset Register
- Register of Gifts and Hospitality

Class 7 – Services We Provide

- Allotments
- Chapel and Cemetery
- Events and community activities

5. Format of Information

Information will normally be provided electronically. Paper copies may be provided where requested. Alternative formats will be provided where reasonably practicable.

6. Charges

Information on the Council's website is free of charge. The Council may charge for photocopying, printing, postage and packaging in line with statutory guidance.

7. Review

This Publication Scheme will be reviewed every three years, or earlier if required by changes in legislation or Council policy.

8. Contact

Town Clerk
Yarm Town Council, Town Hall, High Street, Yarm, TS15 9AH
townclerk@yarmtowncouncil.gov.uk
07399 576254

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