



FERRYHILL
TOWN COUNCIL

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PUBLICATION SCHEME

Publication Scheme

Ferryhill Town Council has a duty under the Freedom of Information Act 2000 to provide a Publication Scheme.

The Publication Scheme is designed to make it easier for the public to obtain information about the Town Council.

Ferryhill Town Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme (see [model-publication-scheme.pdf](#))

The scheme commits Ferryhill Town Council to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- specify the information which is held by the authority and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- review and update on a regular basis the information the authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

Classes of information

The publication scheme is organised into seven classes of information:

1. Who we are and what we do - Organisational information; locations and contacts; constitutional and legal governance.
2. What we spend and how we spend it - Financial information relating to projected and actual income and expenditure; tendering; procurement and contracts.
3. What our priorities are and how we are doing - Strategy and performance information; plans; assessments; inspections and reviews.
4. How we make decisions - Policy proposals and decisions. Decision making processes; internal criteria and procedures; consultations.
5. Our policies and procedures – Current written protocols for delivering our functions and responsibilities.

6. Lists and Registers - Information held in registers required by law and other lists and registers relating to the functions of the authority.
7. The services we offer - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

Information available from Ferryhill Town Council under the Freedom of Information Act model publication scheme

Most of our information is available on the Council's website www.ferryhill.gov.uk. Where information is not available on the website, or you are unable to access the website, then you can make a request to view this information by contacting the Town Council office on 01740 652157. The information listed below is available free of charge for a first copy. Any subsequent hard copies after the first free copy will be chargeable at our published print/photocopy rates at the time of request - these are outlined in the next section.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

The council reserves the right to refuse requests that are deemed vexatious - i.e. those that are deemed to cause undue burden, disruption, or distress to a public authority, often due to their repetitive nature, unreasonable demands, or malicious intent. A log of requests will be maintained by the council identifying the type and amount of information requested by individuals.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	The best source of this information is the Town Council's website www.ferryhill.gov.uk Links to specific information on the website are provided as listed below.	Free

List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	For a list of current Councillors please visit Councillors – Ferryhill Town Council Representations on public bodies are agreed at the Town Councils Annual Meeting in May each year. Details of committee membership can be viewed Committee Membership	Free Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Contact Us – Ferryhill Town Council Town Clerk: Mrs L Owens Councillor contacts – please see Councillors – Ferryhill Town Council	Free Free
Location of main Council office and accessibility details	Contact Us – Ferryhill Town Council Disabled access is via the rear entrance of the building.	Free
Staffing Structure	Please see Staffing-Structure.pdf	Free
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Financial information that the Town Council produces can be found Financial information	Free

Finalised budget	2026/2027 budget AgendaFC 2026-01-14.pdf (see item 6 report) 2025/2026 budget AgendaFC 2025-01-15-1.pdf (see item 9 report)	Free Free
Precept	2026/2027 £626,280 2025/26 £707,310 incl LCTRS 2024/25 £710,850 incl LCTRS	
Borrowing Approval Letter	N/A	
All items of expenditure above £100	The Local Government Transparency Code 2015 requires Ferryhill Town Council to publish all items of expenditure exceeding £500. These are published monthly and are shown on the following page: Expenditure Over £500 – Ferryhill Town Council	Free
Financial Standing Orders and Regulations	Standing-Orders-Proceedings-and-Business Standing-Orders-Contracts-and-Procurement Financial Regulations	Free Free Free
Grants given and received	Community Support – Ferryhill Town Council	Free
List of current contracts awarded and value of contract	Ferryhill Town Council publishes details of purchase orders over £5,000 and up to £30,000 and these can be found on Procurement Over £5,000 – Ferryhill Town Council	Free

	Any work that the Town Council does over £30,000 is done in line with Procurement Regulations and this information is held on the Procurement Portal.	
Members' allowances and expenses	Members allowances for the period 1st April 2025 – 31st March 2026 are shown on the following link Members-Expenses-2025-2026 Members allowances for the period 1st April 2024 – 31st March 2025 are shown on the following link Members Expenses 2024-2025	Free
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		
Annual governance statement in format included in the Annual Return form	Annual Returns from 2019/2020 onwards can be found at Financial Information – Ferryhill Town Council	Free
Parish Plan	Ferryhill's Community Plan can be found at Ferryhill-Community-Plan.pdf	Free
Annual Report to Parish or Community Meeting	Annual Report 2025/2026 can be found Annual-Report-2025-2026.pdf Annual Report 2024/2025 can be found Annual-Report-2024-2025.pdf	Free
Quality status	n/a	

Local charters drawn up in accordance with DLUHC's guidelines	n/a	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Please contact the main office for further details.	
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)	Schedule of the Town Councils meetings from May 2026 – May 2027 can be found at Meetings-Diary-2026-27 Schedule of the Town Councils meetings from May 2025 - May 2026 can be found at Meetings-Diary-2025-26	Free
Agendas of meetings (as above)	Agendas, reports and minutes of meetings are published on our website at Full Council – Ferryhill Town Council	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Agendas, reports and minutes of meetings are published on our website at Full Council – Ferryhill Town Council	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Agendas, reports and minutes of meetings are published on our website at Full Council – Ferryhill Town Council	Free

Responses to consultation papers	Responses to consultations that the Town Council has discussed will be shown via the meetings that Ferryhill Town Council has and can be found Full Council – Ferryhill Town Council	Free
Responses to planning applications	Responses to planning applications that the Town Council has discussed will be shown via the meetings that Ferryhill Town Council has and can be found at Full Council – Ferryhill Town Council Additionally, you can comment on any planning applications that affect the area by visiting Simple Search	Free
Bye-laws	n/a	
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	All our main Council policies are published on the website and can be found by visiting Policies and Procedures – Ferryhill Town Council For any other policies not featured on the website, please contact us.	Free
Policies and procedures for the provision of services and about the employment of staff:	All our main Council policies are published on our website and can be found by visiting	Free

• Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Policies and Procedures – Ferryhill Town Council For any other policies not featured on the website please contact us.	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	All our main Council policies are published on our website and can be found by visiting Policies and Procedures – Ferryhill Town Council For any other policies not featured on the website please contact us.	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	n/a	
Assets register, including details of public land and building assets	The most recent asset register can be found on our website by visiting Asset-Register-2025-26	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	FOI disclosure log is published on our website and can be found by visiting FOI-Disclosure-Log.xlsx	Free
Register of members' interests	This is held by Durham County Council & can be viewed on their website Ferryhill Town Council - Durham County Council	Free

Register of gifts and hospitality	This is available from the Town Council's main office by request.	
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	Information about our allotments is available on our website by visiting Ferryhill Allotments – Ferryhill Town Council	Free
Burial grounds and closed churchyards	Information about our cemetery is available on our website by visiting Cemetery – Ferryhill Town Council	Free
Community centres and village halls	Information about our Town Hall is available on our website by visiting Town Hall – Ferryhill Town Council	Free
Parks, playing fields and recreational facilities	Information about the parks we are responsible for can be found on our website by visiting Parks – Ferryhill Town Council	Free
Seating, litter bins, clocks, memorials and lighting	We provide various seating, litter bins and other forms of street furniture across the town. For further information please contact the main office.	
Bus shelters	Bus shelters in the Town are provided between Ferryhill	

	Town Council and Durham County Council. We are responsible for the provision and maintenance of 43 bus shelters. For further information please contact the main office.	
Markets	Details of Ferryhill Town Council's market can be found on our website by visiting Market – Ferryhill Town Council	Free
Public conveniences	We maintain public conveniences within the Town Centre, The Sports Facility at Dean Bank Park, the Bowls Pavilion at Mainsforth and our newly built toilet facility at Duncombe Cemetery.	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Our current fees and charges register is available on our website by visiting Fees-and-charges-2026-2027 Additional information relating to burial fees is available on our website by visiting Burial Fees 2026-2027	Free Free
Additional Information Information not itemised in the lists above	N/A	

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 @ £0.18p per A4 sheet (black & white) or £0.35p per A4 sheet, (colour).	Price per sheet side (double sided = 2x)
	Emailed sheets @ £0.18p per A4 sheet (black & white) or £0.35p per A4 sheet, (colour).	Price per sheet side (double sided = 2x)
	Postage	Actual cost of Royal Mail standard 2 nd class

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.