

Publication Scheme

Adopted:- 24/10/2023

Minute:- 2324/59a

Reviewed :-

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.		
Who's who on the Council and its Committees	Web page	£0.00
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web page	£0.00
Location of main Council office and accessibility details	n/a	-
Staffing structure	1 part-time clerk/RFO	-

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	How the information can be obtained	Cost
Annual return form and report by auditor	e-mail - Hard copy -Website	Free or 50p per sheet
Finalised budget	e-mail - Hard copy -Website	Free or 50p per sheet
Precept	e-mail - Hard copy -Website	Free or 50p per sheet
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations	e-mail - Hard copy -Website	Free or 50p per sheet
Grants given and received	e-mail - Hard copy -Website	Free or 50p per sheet
List of current contracts awarded and value of contract	e-mail - Hard copy -Website	Free or 50p per sheet
Members' allowances and expenses	e-mail - Hard copy -Website	Free or 50p 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	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	e-mail - Hard copy -Website	Free or 50p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	e-mail - Hard copy -Website	Free or 50p per sheet
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	How the information can be obtained	Cost
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	e-mail - Hard copy -Website	Free or 50p per sheet
Agendas of meetings (as above)	e-mail - Hard copy -Website	Free or 50p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	e-mail - Hard copy -Website	Free or 50p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	e-mail - Hard copy -Website	Free or 50p per sheet
Responses to consultation papers	e-mail - Hard copy	Free or 50p per sheet
Responses to planning applications	e-mail - Hard copy	Free or 50p per sheet
Bye-laws	n/a	n/a

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How the information can be obtained	Cost
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	e-mail - Hard copy -Website	Free or 50p 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)	e-mail - Hard copy -Website	Free or 50p per sheet
Information security policy	e-mail or Hard copy	Free or 50p per sheet
Records management policies (records retention, destruction and archive)	e-mail - Hard copy -Website	Free or 50p per sheet
Data protection policies	e-mail - Hard copy -Website	Free or 50p per sheet
Schedule of charges (for the publication of information)	e-mail - Hard copy -Website	Free or 50p per sheet

Class 6 – Lists and Registers		
Currently maintained lists and registers only	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Attendance at meetings publicised on minutes	£0.00
Assets register	e-mail - Hard copy -Website	Free or 50p 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	n/a
Register of members' interests	e-mail - Hard copy -Website	Free or 50p per sheet
Register of gifts and hospitality	e-mail - Hard copy	Free or 50p per sheet

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	How the information can be obtained	Cost
Allotments	n/a	n/a
Burial grounds and closed churchyards	n/a	n/a
Community centres and village halls	n/a	n/a
Parks, playing fields and recreational facilities	e-mail - Hard copy	Free or 50p per sheet
Seating, litter bins, clocks, memorials and lighting	Available by inspection	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
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	n/a

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: parishclerk.thorntondale@outlook.com

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 @ 50p per sheet (black & white)	Actual cost 50p
	Photocopying @ 60p per sheet (colour)	Actual cost 60p
	Postage *	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other	None	

* the actual cost incurred by the public authority