



PUBLICATION SCHEME

Guide to Information

Adopted: Minute No: 26/26.1
Review Date: March 2027

Publication Scheme

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		
List of Council members and their responsibilities as well as a list of Council Committees	Website Hard copy	FREE 10p per A4 sheet
Contact details for Parish Clerk and Council members	Website Hard copy	FREE FREE
Location of main Council office and accessibility details	Website Hard copy	FREE 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	Website Hard copy	FREE 10p per A4 sheet
Finalised budget	Website Hard copy	FREE 10p per A4 sheet
Precept	Website Hard copy	FREE 10p per A4 sheet
Borrowing Approval letter	Hard copy	10p per A4 sheet
All items of expenditure above £500	Website Hard copy	FREE 10p per A4 sheet
Standing Orders and Financial Regulations	Website Hard copy	FREE 10p per A4 sheet
Grants given and received	Hard copy	10p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	10p per A4 sheet
Members' allowances and expenses	N/A	

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 minimum.		
Annual governance statement in format included in the Annual Return form.	Website Hard Copy	FREE 10p per A4 sheet
3-year Business Plan	Website Hard Copy	FREE 10p per A4 sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	FREE 10p per A4 sheet
Quality status	Hard copy	10p per A4 sheet
Local charters drawn up in accordance with DLUHC 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	Website	
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, any committee/sub-committee meetings and parish meetings)	Website Hard copy	FREE 10p per A4 sheet
Agendas of meetings (as above)	Website Hard copy	FREE 10p per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	FREE 10p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	FREE 10 p per A4 sheet
Responses to consultation papers	Website Hard copy	FREE 10p per A4 sheet
Responses to planning applications	Website Hard copy	FREE 10p per A4 sheet
Bye-laws	Hard copy	10p per A4 sheet

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	Website Hard copy	FREE 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to staff and the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	FREE 10p per A4 sheet
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	Website Hard copy	Free 10p per A4 sheet
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)	Hard copy	10p per A4 copy
Assets register, including details of public land and building assets	Website Hard Copy	Free 10p per A4 sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.	Hard Copy	FREE for inspection only
Register of members' interests	Website Hard copy	FREE FREE for inspection only
Register of gifts and hospitality	Hard Copy	Free for inspection only

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	N/A	
Burial grounds and closed churchyards	Website Hard copy	Free Free
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard copy	Free Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Free
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Website Hard copy Hard copy	Free Free
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free 10p per A4 sheet

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		* the actual cost incurred by the public authority

Contact details: for all information please contact

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