

SOUTHWATER PARISH COUNCIL

PUBLICATION SCHEME POLICY



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Information to be published	How the information can be obtained	
	Hard Copy	Website
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) – This will be current information only.		
Who's who on the Council	✓	✓
Contact details for the Parish	✓	✓
Location of main Council office	✓	✓
Staffing structure	✓	✓
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	Hard Copy	Website
Annual Governance and Accountability Return (AGAR)	✓	✓
Audits		
Finalised budget	✓	✓
Precept	✓	✓
Financial Regulations	✓	✓
Grants given and received	✓	✓
List of current contracts awarded and value of contract	✓	✓
Members' allowances and expenses	✓	✓
Class 3 – What our priorities are and how are we doing – (Strategies and plans, performance indicators, audits, inspections and reviews) -	Hard Copy	Website
Business Plan	✓	
Audits	✓	✓
Annual Report to Parish or Community Meeting	✓	✓
Class 4 – How we make decisions – (Decision making processes and records of decisions) – Current and previous council year as a minimum	Hard Copy	Website
Timetable of meetings (Council and committee meetings and parish meetings)	✓	✓
Agendas of meetings (as above) current meeting only on website	✓	✓

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	✓	✓
Reports presented to the council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	✓	
Responses to consultation papers	✓	
Responses to planning applications	✓	✓
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 terms of reference	✓	
Scheme of delegation	✓	✓
Code of conduct	✓	✓
Policy statements	✓	
Policies and procedures for the provision of services and about the employment of staff:		
Equal opportunities policy	✓	✓
Health and safety policy	✓	✓
Current Vacancies	✓	✓
Policies and procedures for handling requests for information	✓	✓
Complaints procedures	✓	✓
Information security policy	✓	✓
Records management policies (records retention, destruction and archive)	✓	✓
Data protection policies	✓	✓
Schedule of charges (for the publication of information)	✓	
Class 6 – Lists and Registers – Currently maintained lists and registers only	Hard Copy	Website
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Land and Buildings Register	✓	✓
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	

Register of members' interests	✓	✓
Register of gifts and hospitality	n/a	n/a
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	✓	✓
Burial grounds and closed churchyards	n/a	n/a
Community centres and village halls	✓	✓
Parks, playing fields and recreational facilities	✓	✓
Seating, litter and dog waste bins, war memorials and lighting	✓	
Bus shelters	✓	
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

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OR CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost * Black & white - 0.0038 Colour - 0.0182
	Photocopying @ 20p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
* the actual cost incurred by the public authority		

Contact Details

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