

# CHESWARDINE

## PARISH COUNCIL

### Publication Scheme

The Parish Council was required by the Freedom of Information Act 2000 to adopt a Publication Scheme. The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

Cheswardine Parish Council has adopted the Model Publication Scheme. This scheme includes some core information and some optional information.

The information contained in each class will be available in a variety of formats, namely a hard copy on request from the Clerk, by inspection at a pre-arranged location or some information may be available on the Council's website.

Reasonable charges may apply for the provision of copies of the documents/information listed in each of the classes.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only.	Hard copy and or website	
Who's who on the Council and its Committees	Website and Notice Boards	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website and Notice Boards	
Location of main Council office and accessibility details	Clerk's address (known hereon as Parish Office)	
Staffing structure	Website and Notice Boards	
<b>Class 2 – What we spend and how we spend it</b> (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 and or website	
Annual return form and report by auditor	Parish Office	10p pp
Finalised budget	Parish Office / Website	10p pp
Precept	Parish Office / Website	10p pp
Financial Standing Orders and Regulations	Parish Office / Website	10p pp
Grants given and received	Parish Office / Website	10p pp
List of current contracts awarded and value of contract	Parish Office	10p pp
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy and or website	
Parish Plan (current)	Parish Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Office / Website	10p pp
Quality status		

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 4 – How we make decisions</b> (Decision-making processes and records of decisions)  Current and previous council year as a minimum	Hard copy and or website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Office, Notice Board, Website	
Agendas of meetings (as above)	Website/Notice Boards (current)	
Minutes of meetings (as above) – (this will exclude information properly regarded as private to the meeting).	Parish Office, Website	
Reports presented to council meetings - (this will exclude information properly regarded as private to the meeting).	Parish Office	10p pp
Responses to consultation papers	Parish Office	
Responses to planning applications	Parish Office	
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy and or website	10p pp
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	Hard copy and or website	10p pp
Policies and procedures for the provision of services and for the employment of staff:  Internal policies relating to the delivery of services Equal Opportunities 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)	Parish Office	10p pp
Information security policy		
Records management policies (records retention, destruction and archive)	Parish Office	10 pp
Data protection policies	Parish Office	10p pp
Schedule of charges (for the publication of information)	Parish Office	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	N/A	
Assets Register	Parish Office (Inspection)	
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	Parish Office, Website	
Register of gifts and hospitality	N/A N/A	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Parish Office	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Parish Office	
Parks, playing fields and recreational facilities	Parish Office	
Seating, litter bins and lighting	Parish Office	
Bus shelters	Parish Office	
Markets	N/A	
Public conveniences	N/A	
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)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## **SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

**This policy was reviewed by council at the meeting held on the 19<sup>th</sup> March 2024.**