

## SOUTH PETHERTON PARISH COUNCIL PUBLICATION SCHEME

**This publication scheme has been prepared and approved by the Information Commissioner.**

South Petherton Parish Council commits to make information available to the public as part of its normal business activities. The information covered is included in the classes of information listed below, where this information is held by South Petherton Parish Council.

The scheme commits an authority:

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

## South Petherton Parish Council – Publication Scheme.

Information available from South Petherton Parish Council under the publication scheme devised and approved by the Information Commissioner.

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.		See costs schedule below
Who's who on the Council and its Committees	Hard copy or email from the clerk Parish council website Village noticeboards	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or email from the clerk Parish council website Village noticeboards	
Location of Parish Files and accessibility details – via written request to the Clerk.	In writing	
<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		See costs schedule below
Annual return form and report by auditor	Hard copy or email from the clerk Parish council website	
Finalised budget & precept	Hard copy or website	
Financial Standing Orders and Regulations	Hard copy or website	

Grants given and received	Hard copy or website (in the minutes)	
List of current contracts awarded and value of contract	Hard copy or website (in the minutes/bills for payment)	
Members expenses	Hard copy or website (in the minutes/bills for payment)	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		See costs schedule below
Parish Plan (current and previous year as a minimum)	Hard copy or website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or website	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		See costs schedule below
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy Website Noticeboard	
Agendas of meetings (as above)	Hard copy Website Noticeboard	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Website Noticeboard	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk	
Responses to consultation papers	Hard copy from the clerk	

	Website (minutes)	
Responses to planning applications	South Somerset District Council website Hard copy Parish council website (minutes)	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		See costs schedule below
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 Website	
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)	Hard copy or email from the clerk	

Information security policy	Hard copy or email from the clerk	
Records management policies (records retention, destruction and archive)	Hard copy or email from the clerk	
Data protection policies	Hard copy or email from the clerk	
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>		See costs schedule below
Currently maintained lists and registers only		
Assets register	Hard copy Website	
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy or email from the clerk	
Register of members' interests	Hard copy Website	
Register of gifts and hospitality	Hard copy or email from the clerk	
<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		See costs schedule below
Parks, playing fields and recreational facilities	Hard copy or email from the clerk parish council website	
Seating, litter bins, clocks, memorials and lighting	Hard copy or email from the clerk	

Bus shelters	Hard copy or email from the clerk	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

**Contact details:**

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Printing/Photocopying @ 50p per sheet (B & W)	Based on computer printing
	Printing/Photocopying @ 70p per sheet (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (The statute applicable will be stated)