

# Publication Scheme

## Information available from Sedgebrook Parish Council under the model publication scheme

The Freedom of Information Act 2000 requires a local authority to prepare a publication scheme detailing the information available from a local council. Anyone wishing to view or have copies of the documents listed below should contact the Clerk to the Council or visit our website.

Information may also be inspected by prior appointment – contact the Clerk to the Council.

<i>Information to be published</i>	<i>How the information can be obtained</i>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Parish website
Who's who on the Council and its Committees	Displayed on the website
Contact details for Parish Clerk and Council members	Available on the website
Location of main Council office and accessibility details	Clerk – her contact details are on the web site.
Staffing structure	Not applicable
<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	Covered by Minutes 'on-line', on the notice board, and at the Annual Parish Meeting.
Annual return form and report by auditor	Website.
Finalised budget	Displayed on the website.
Precept	Details in the minutes on the website/notice board – September/November minutes
Borrowing Approval letter	Not applicable
Financial Standing Orders and Regulations	On the website.
Grants given and received	On the website.
List of current contracts awarded and value of contract	In the minutes.
Members' allowances and expenses	Not applicable
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Listed on website

Parish Plan (current and previous year as a minimum)	Not applicable
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	On the website and at the meeting.
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Recorded in minutes
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On the website and displayed on the Parish Council Notice Board.
Agendas of meetings (as above)	Website and Parish Council Notice Board
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Included in minutes of meetings if applicable
Responses to consultation papers	Included in minutes of meetings if applicable
Responses to planning applications	Included in minutes of meetings. and subsequently recorded on SKDC website.
Bye-laws	Not applicable
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	On the website and/or via the Clerk.
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	See ‘Policies and Procedures’ on the website and/or the Clerk.
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	As per current by-law requirements

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 in-formation and operating the publication scheme)	
Information security policy	Covered in standing orders
Records management policies (records retention, destruction and archive)	Statutory instructions.
Data protection policies	As required by law
Schedule of charges (for the publication of information)	Nil
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Available from clerk on application and on website
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	No Hard copies but available on the website (some information may only be available by inspection)
Assets Register	Website
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)	Not applicable
Register of members' interests	Shown on website
Register of gifts and hospitality	Not applicable
<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	Nil
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	See website
Seating, litter bins, memorials and lighting	On application to the Clerk
Bus shelters	Not applicable
Markets	Not applicable
Public conveniences	Not applicable

Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	See "charges" below.
<b>Additional Information</b> None	

**Contact details:**

**The Clerk to the Council** Tel: 01476 577175 e-mail: [clerksedgebrook@gmail.com](mailto:clerksedgebrook@gmail.com) or visit our website.

**Charges:** A charge will be made for the provision of hard copies of any of the listed information as follows:

**Staff services, pro rata at £10.00 per hour**

**10p per copy for each A4 (black & white) sheet printed**

**Postage charges (if applicable) at the current 2nd Class Postage rates**

**Information may also be inspected by prior appointment with the Clerk.**