

Huish Episcopi Parish Council

PUBLICATION SCHEME

Adopted by Huish Episcopi Parish Council on

16th November 2015

Reviewed November 2019

Huish Episcopi Parish Council

Publication Scheme

Information to be published	How the information can be obtained	Cost (* see p7)	
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		Note: Huish Episcopi Community Website www.huishepiscopi.org.uk	
Who's who on the Council and its Committees		Website & Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		Website & Clerk	(see p6)
Location of main Council office and accessibility details		Website & Clerk	
Staffing structure		Website & Clerk	
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			
Annual return form and report by Auditor		Website & Clerk	
Finalised budget		Website & Clerk	
Precept		Website & Clerk	
Financial Standing Orders and Regulations		Website & Clerk	
Grants given and received		Website & Clerk	
List of current contracts awarded and value of contract		Clerk	
Members' allowances and expenses		N/A	

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website & Clerk	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings)	Website & Clerk	
Agendas of meetings (as above)	Website & Notice Boards	(# see p6)
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website & Clerk	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website & Clerk	
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications (Council minutes/SSDC website)	Website & Clerk	
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <p>Procedural Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website & Clerk</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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) Data Protection Policy</p>	<p>Website & Clerk</p>	

Class 6 – Lists and Registers 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)	Clerk	
Assets register	Clerk	Free
Register of members' interests	SSDC Website & Clerk	
Register of gifts and hospitality	Clerk	
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		
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Allotments	Website & Clerk	

Contact details:

Mrs Lisa Newby
Nyumbani
Bow Street
Langport
TA10 9PS

Email: clerkhepc@gmail.com

Telephone: 07568 368039

Exempt Material

Personal information relating to Councillors (other than required to be declared in the Members' Register of Interests)
Personal Information relating to employees
Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information.

Notice boards – St. Mary's Church car park

Charging Policy

Information can be inspected by arrangement with the Clerk, free of charge. There is no Parish Office so the information requested will be made available at the next parish council meeting. If this is impracticable for any reason, then copies of the documents will be sent by post. There is unlikely to be any further charge other than printing and second class Royal Mail postage, but the Parish Council reserve the right to do so to reimburse the cost of the Clerk's time. Applicants will be informed if there is an intention to charge.

Information, which can be photocopied, without breaching copyright laws, can be copied by the Clerk at a cost of 10p per single sided A4 sheet (15p per colour single sided A4 sheet).

* SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p per sheet (black & white)	Actual cost 10p
	Photocopying 15p per sheet (colour)	Actual cost 15p
	Postage	Actual Royal Mail cost
Other	A search of archived records (for example pre-1994 Council Minutes)	£50 per Search
	Copies of documents held at the Library	Actual Library charge