



Scheme of Publication

Approved at the Parish Council Meeting held on 18th May, 2016

1. Priddy Parish Council Publication Scheme

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

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class1 Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> <i>This will be current information only.</i>		See costs schedule below
Who's who on the Council and its Committees	Priddy Parish website, Parish Noticeboards or by email form the Parish Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Priddy Parish website, Parish Noticeboards Or by email form the Parish Clerk	
Staffing structure	Priddy Parish website	

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 2 What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>		See costs schedule below
Annual Return and Report by Auditor	Priddy Parish website, or by email from the Parish Clerk	
Finalised Budget	Email or paper copy from the Parish Clerk	
Precept	Email or paper copy from the Parish Clerk	
Borrowing Approval Letter	None	
Financial Regulations	Priddy Parish website or email or paper copy from the Parish Clerk	
Grants given or received	Email or paper copy from the Parish Clerk	
List of current contracts awarded and value of contract	Email or paper copy from the Parish Clerk	
Members' Allowances and Expenses	Email or paper copy from the Parish Clerk	

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 3 What our priorities are and how we are doing <i>(Strategies and Plans, Performance Indicators, Audits, Inspections and Reviews)</i> <i>Current and previous financial year as a minimum</i>		See costs schedule below
Parish Plan	None	
Village Design Statement	Email or paper copy from the Parish Clerk	
Annual Report to Parish or Community Meeting	Priddy Parish website or email or paper copy from the Parish Clerk	
Local Council Award Scheme	None	
Local Charters drawn up in accordance with DCLG guidelines	None in place	

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 4 How we make decisions <i>(Decision making process and records of decisions)</i> <i>Current and previous financial year as a minimum</i>		See costs schedule below
Timetable of Meetings (Council and any committee / sub committee meeting and Parish Meetings)	Email or paper copy from the Parish Clerk Council Meetings: Priddy Parish website	
Agendas of Meetings (as above)	Parish Noticeboards, Priddy Parish website or email or paper copy from the Parish Clerk	
Minutes of Meetings (as above) <i>(NB this will exclude information properly regarded as private to the meeting)</i>	Parish Noticeboards, Priddy Parish website or email or paper copy from the Parish Clerk	
Reports presented to Council Meetings <i>(NB this will exclude information properly regarded as private to the meeting)</i>	Email or paper copy from the Parish Clerk	
Responses to Consultation Papers	Priddy Parish website (minutes) Email or paper copy from the Parish Clerk	
Reponses to Planning Applications	Priddy Parish website (minutes) Email or paper copy from the Parish Clerk	
Bye Laws	Priddy Parish website (minutes) Email or paper copy from the Parish Clerk	

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 5 Our policies and procedures <i>(Current written protocols, policies, and procedures for delivering our services and responsibilities)</i> <i>Current information only</i>		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	Priddy Parish website or email or paper copy from the Parish Clerk	
Policies and procedure 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 policy (including current vacancies) Policies and procedures for handling requests for information Complaints procedure (including those covering requests for information and operating the publication scheme)	Email or paper copy from the Parish Clerk	
Information Security policy	Email or paper copy from the Parish Clerk	
Records Management policies (records retention, destruction and archive)	Email or paper copy from the Parish Clerk	
Data Protection policies	Email or paper copy from the Parish Clerk	
Schedule of Charges (for the publication of information)	Email or paper copy from the Parish Clerk	

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 6 Lists and Registers <i>Currently maintained lists and registers only</i>		See costs schedule below
Assets Register	Email or paper copy from the Parish Clerk	
Disclosure Log (Indicating the information that has been provided in response to requests)	Email or paper copy from the Parish Clerk	
Register of Members' Interests	Mendip District Council website or email or paper copy from the Parish Clerk	
Register of Gifts and Hospitality	Email or paper copy from the Parish Clerk	

<i>Information to be published</i>	<i>How the information can be obtained</i>	<i>Cost</i>
Class 7 The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>		See costs schedule below
Parks, playing fields and recreational facilities	Email or paper copy from the Parish Clerk	
Seating, litter bins, clocks, memorial and lighting	Email or paper copy from the Parish Clerk	
Bus shelters	Email or paper copy from the Parish Clerk	
Newsletter and emails	Email or paper copy from the Parish Clerk	

Information to be published	How the information can be obtained	Cost
Additional Information <i>(This will provide Councils with the opportunity to publish information that it not itemised in the lists above)</i> <i>Current information only</i>		See costs schedule below
Details for other Village Organisations, Clubs and Societies	Priddy Parish website	

Contact Details <div> <div>William Newton Newey Parish Clerk</div> <div>1 St Paul's Terrace Cheddar Road Easton, Nr Wells Somerset BA5 1DX</div> <div>Telephone: 01749 870226 Email: parish.clerk@priddyparish.org</div> </div>		
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Schedule of Charges		
Type of Charge	Description	Basis of Charge
Disbursement costs	Photocopying at 10p per side of A4 (B&W)	Computer printing
	Photocopying at 20p per side of A4 (color)	Computer printing
Statutory Fees	Variable	In accordance with the relevant legislation (the statute applicable will be stated)