

Lower Beeding Parish Council

PUBLICATION SCHEME

Introduction

It is the duty of every public authority to adopt and maintain a publication scheme.

This model publication scheme provides a list of all the information Lower Beeding Parish Council will routinely make available and explains how it can be accessed (either by the Parish Council website or hard copy).

Charges

Information is available **free of charge** from the website: www.lowerbeeding.com
Should hard copies be required Lower Beeding Parish Council may charge costs to recover disbursements for example photocopying and postage and these charges are detailed below. Anyone requesting hard copies of documents will be notified of any charge and be asked to pay before any information is supplied.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 12p per A4 sheet (black and white)	Actual cost to the Parish Council
Disbursement Cost	Postage	Actual cost of standard 2 nd class post via Royal Mail

Classes of Information

The information held by Lower Beeding Council are recorded under the following classes of information:

- Class 1 Who we are and what we do
- Class 2 What we spend and how we spend it
- Class 3 What our priorities are and how we are doing
- Class 4 How we make decisions
- Class 5 Our Policies and Procedures
- Class 6 Lists and Registers
- Class 7 The Services we offer

Contact Information

Contact details: Celia Price (Clerk) c/o 1 Blakiston Close, Ashington RH20 3GL
Telephone: 07887 956172
Email: clerk@lowerbeeding.com
Website: www.lowerbeeding.com

Lower Beeding Parish Council

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Information to be published

Class 1 – who we are and what we do

Information	Hard Copy	Website
Who's who on the council and it's committees	√	√
Contact details for the Parish Clerk and Council Members	√	√
Location of main council office and accessibility details	√	√
Staffing Structure	√	√

Class 2 – What we spend and how we spend it

Information	Hard Copy	Website
Annual return and report from auditor	√	√
Finalised budget	√	
Precept	√	√
Borrowing approval letter	√	√
Financial Regulations	√	√
Standing Orders	√	√
Grants given and received	√	√
List of contracts awarded and value of contract	√	
Members allowances and expenses	√	

Class 3 – What our priorities are and how we are doing

Information	Hard Copy	Website
Parish Plan	√	√
Annual Report to Parish	√	√

Class 4 – How we make decisions

Information	Hard Copy	Website
Timetable of meetings	√	√
Agendas of meetings	√	√
Minutes of meetings (unless properly regarded as confidential)	√	√
Reports presented to council meetings	√	√
Responses to consultation papers	√	
Responses to planning applications	√	√

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Class 5 – Our policies and procedures

Information	Hard Copy	Website
Procedural standing orders	√	√
Committee and sub-committee terms of reference	√	√
Delegated authority in respect of officers	√	√
Code of Conduct	√	√
Equality and Diversity Policy	√	√
Health and Safety Policy	√	√
Recruitment Policy	√	√
Policies and Procedures for handling requests for information	√	√
Complaints Procedure	√	√
Information Security Policy	√	√
Records Management Policy	√	√
Data Protection Policy	√	√
Schedule of charges for the publication of information	√	√

Class 6 – Lists and Registers

Information	Hard Copy	Website
Asset Register	√	√
Register of Members Interests	√	√
Register of Gifts and Hospitality	√	√

Class 7 – Services we offer

Information	Hard Copy	Website
Play areas and recreational facilities	√	√
Seating and Litter Bins	√	√
Bus Shelters	√	√