



GOOD EASTER PARISH COUNCIL

PUBLICATIONS SCHEME

Reviewed at the Parish Council Meeting 28th March 2024

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<i>Class 1 – Who we are and what we do</i> (Organisational information, structures, locations and contacts. This will be current information only. 1. Who's who on the Council and its Committees 2. Contact details for Parish Clerk and Council Members. 3. Location of main Council office and accessibility details 4. Staffing Structure	Hard copy and/or web site.	Free/10p per sheet

<i>Class 2 – What we spend and how we spend it</i> (Financial information relating to project and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum. 1. Annual return form & report by Auditor 2. Finalised budget 3. Precept 4. Financial Standing Orders and Regulations 5. Grants given and received sheet 6. List of current contracts awarded and value of contracts 7. Member's allowances and expenses (None) 8. Chairman's allowance (None) 9. Travel Expenses awarded 10. Training charges	Hard copy and/or web site.	Free/10p per sheet
<i>Class 3 – What our priorities are and how we are doing</i> (Strategies and plans, performance indicators, audits, inspections and reviews) Annual Report to Parish or Community Meetings (current and previous year as a minimum)	Hard Copy	£2.00 plus postage

<i>Class 4 – How we make decisions</i> (Decision making process and records of decisions) Current and previous year as a minimum. 1. Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings). 2. Agendas of meetings. 3. Minutes of Meetings – excludes information that is properly regarded as private to the meeting. 4. Reports presented to Council Meetings – this will exclude information that is properly regarded as private to the meeting. 5. Responses to consultation papers. 6. Bye laws	Hard copy and/or website	Free/10p per sheet
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<i>Class 5 – Our policies and procedures</i> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. Policies and procedures for the conduct of council business: 1. Procedural standing orders. 2. Committee and sub-committee terms of reference. 3. Code of Conduct. 4. Policy statements. 5. Delegated Authority (Financial Regulations). Policies and procedures for the provision of services and about the employment of staff: 1. Equality and Diversity Policy. 2. Freedom of Information Act 2000 procedures for handling requests for information. 3. Complaints procedures (including those covering requests for information and operating the publication scheme). 4. Health and Safety Policy. 5. Recruitment Policies (not available –advert placed in local papers and EALC papers). 6. Records Management Policies. 7. Data Protection Policies (Covered by Data Protection Act 1998).	Hard Copy and/or website	Free / 10p per sheet
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<i>Class 6 – Lists and Registers</i> Currently maintained lists and registers only. Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice). 1. Assets Register. 2. Register of members' interests. 3. Register of gifts and hospitality.	Hard copy / CCC website / PC website	Free/10p per sheet
<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. Current information only. 1. Parks, village greens, playing fields and recreational facilities. 2. Seating, litter bins, floral schemes. 3. Bus shelters, Winter Salt Scheme. The Parish Council does not have: 1. Burial Grounds. 2. Markets. 3. Public Conveniences. 4. Agency Agreements).	Website / Hard Copy	Free / 10 per sheet

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Cost plus time
Statutory Fee	Postage	Actual cost of Royal Mail standard 2nd class In accordance with the relevant legislation

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