**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 Upper 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.upperbeeding-pc.gov.uk](http://www.upperbeeding-pc.gov.uk)

Should hard copies be required Upper 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 2nd class post via Royal Mail |

**Classes of Information**

The information held by Upper 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**

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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 |
| Neighbourhood 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 | √ | √ |

**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 (GDPR) | √ | √ |
| 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 | √ | √ |

Adopted: February 2019

Reviewed: September 2021