

Shepton Beauchamp Parish Council

Publication Scheme

Date adopted by Council: 15th November 2021

Date reviewed: 30th December 2024

Date of next review: Annually in May

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST (SEE PAGE 4)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Note: Parish Council website address: https://sheptonbeauchamp-pc.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	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A – Clerk only member of staff	
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	Clerk	
Precept	Clerk	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website & Clerk	
Grants given and received	Clerk	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	N/A	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website & Clerk	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website & Clerk	
Agendas of meetings (as above)	Website, Clerk & Notice Board	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, Clerk & Notice Board	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Clerk	
Responses to consultation papers	N/A	
Responses to planning applications (council minutes)	Website & Clerk	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
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 N/A Code of Conduct Policy statements	Website & Clerk	
Policies and procedures for the provision of services and about the employment of staff:		

Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) N/A Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website & Clerk	
Information security policy	Website & Clerk	
Records management policies (records retention, destruction and archive)	Website & Clerk	
Data protection policies	Website & Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only	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	Website & Clerk	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Website & Clerk	
Register of gifts and hospitality	N/A	
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	(Hard copy or website; some information may only be available by inspection)	
Allotments	Clerk	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Clerk	
Seating, litter bins, clocks, memorials and lighting	Clerk	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

Parish Clerk – Mrs Stella Davies
Lavender Cottage
Shells Lane
Shepton Beauchamp
TA19 0LX
e-mail: clerk@sheptonbeauchamp-pc.gov.uk
Telephone: 07541 537681

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.

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 reserves the right to charge 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

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 cost of Royal Mail standard 2 nd class