

Sellack Parish Council

Publication Scheme

Approved: 14th May 2024
Review Date: 13th January 2026
Next Review Date: January 2027

This Scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information outlined below.

Where possible information will be provided on the Council's website but where it is impractical hard copies of some information can be made available. The policy below states how information can be obtained.

In exceptional circumstances some information may be available only by viewing in person. An appointment to view the information can be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required.

Written requests

Information held by the Parish Council that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	
Who's who on the Council and its Committees	Hard copy / website

Contact details for Parish Clerk	Hard copy / website
Location of main Council address	Hard copy / website
Staffing structure	Hard copy
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	Hard copy / website
Finalised budget	Hard copy / website
Precept	Hard copy / website
Borrowing Approval letter (if applicable)	Not applicable
Financial Standing Orders and Regulations	Hard copy / website
Grants given and received (if applicable)	Hard copy
List of current contracts awarded and value of contract (if applicable)	Hard copy
Members' allowances and expenses (if applicable)	Not applicable
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	
Neighbourhood or Parish Plan (current and previous year as a minimum)	Not Applicable
Annual Report to Annual Parish Meeting (current and previous year as a minimum)	Hard copy / website
Quality status	Not Applicable
Local charters drawn up in accordance with DCLG guidelines	Not Applicable
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 and any committee/sub-committee meetings and parish meetings)	Hard copy / website / Noticeboard
Agendas of meetings (as above)	Hard copy / website
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy / website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy – can also be viewed on Herefordshire Council website planning portal
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 working group/sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements Policies and procedures for handling requests for information Complaints procedure	Hard copy / website
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Bullying and harassment statement	Hard copy Website

Equality and diversity policy Recruitment statement (including current vacancies) Risk assessments for activities carried out	Hard copy / website Website Hard copy
Records management policies (Retention schedule)	Hard copy / website
Data protection policies	Hard copy / website
Schedule of charges (for the publication of information)	Hard copy / website
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list (if applicable)	By inspection in person
Assets register	Hard copy / website
Disclosure log (indicating the information that has been provided in response to requests)	By inspection in person
Register of members' interests	Hard copy / website
Register of gifts and hospitality	Hard copy / website
Representation on Outside Bodies	Hard copy / website
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	
Open spaces (owned by Parish Council)	Hard copy / website
Agency agreements (If applicable)	Hard copy
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable

Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Newsletter	Hard copy

Contact details:

Town Clerk

clerk@sellackparishcouncil.gov.uk

<https://sellackparishcouncil.gov.uk/contact/>

Schedule of charges

The purpose of the scheme is to make the maximum amount of information readily available at a minimum inconvenience and cost to the public.

Material which is published and accessed on the website will be provided free of charge.

Details of charges are shown as below. If a charge is made, confirmation of the payment due will be given before the information is provided and payment may be requested in advance.

TYPE OF CHARGE	DESCRIPTION
Photocopying	@10p per sheet (black and white)
	@20p per sheet (colour)
Postage	Actual cost of Royal Mail standard 2 nd class
Other	Costs directly incurred as a result of viewing information