

Loders Parish Council Publication Scheme

Adopted on: 15th November 2022

Loders Parish Council Model Publication Scheme

Information available from Loders Parish Council under the Publication Scheme

Contact Details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at 10p per sheet (black and white copy)	Actual cost incurred by Loders Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

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Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts This will be current information only.	<i>For hard copy, please contact the Parish Clerk</i>	
Who's who on the Council and its Committees	Hard copy/Website	10p per sheet/Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy/Website	10p per sheet/Free
Location of main Council office and accessibility details	Hard copy/Website	10p per sheet/Free
Staffing structure	N/A Single Employee	N/A
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	<i>For hard copy, please contact the Parish Clerk</i>	
Annual return form and report by auditor	Hard copy/Website	10p per sheet/Free
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy/Website	10p per sheet/Free
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet
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	<i>For hard copy, please contact the Parish Clerk</i>	
Parish Plan current and previous year as a minimum	Hard copy/Website	10p per sheet/Free
Annual Report to Parish or Community Meeting current and previous year as a minimum	Hard copy/Website	10p per sheet/Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

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Class 4 – How we make decisions Decision making processes and records of decisions, current and previous council year as a minimum	<i>For hard copy, please contact the Parish Clerk</i>	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy/website	10p per sheet/Free
Agendas of meetings (as above)	Hard copy/Website Noticeboards	10p per sheet/Free Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy/Website	10p per sheet/Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy/Website	10p per sheet/Free
Bye-laws	Hard copy	10p per sheet
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities, current information only	<i>For hard copy, please contact the Parish Clerk</i>	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy/Website	10p per sheet/Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaint’s procedures (including those covering requests for information and operating the publication scheme) 	Hard copy Hard copy/Website Hard copy/Website Hard copy Hard copy Hard copy/Website	10p per sheet 10p per sheet/Free 10p per sheet/Free 10p per sheet 10p per sheet 10p per sheet/Free

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Information security policy	Hard copy	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet
Data protection policies	Hard copy	10p per sheet
Schedule of charges (for the publication of information)	Hard copy/Website	10p per sheet/Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection <i>For hard copy, please contact the Parish Clerk</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	N/A
Assets register	Hard copy/Website	10p per sheet/Free
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)	Hard copy	10p per sheet
Register of members' interests	Hard copy/Website	10p per sheet/Free
Register of gifts and hospitality	Hard copy	10p per sheet
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 <i>For hard copy, please contact the Parish Clerk</i>	
Allotments	Hard copy/Website	10p per sheet/Free
Burial grounds and closed churchyards	Hard copy/Website	10p per sheet/Free
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Hard copy/Website	10p per sheet/Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy/Website	10p per sheet/Free