

# Lower Beeding Parish Council

## 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 Lower Beeding Parish Council (LBPC) 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.lowerbeeding.com](http://www.lowerbeeding.com)

Should hard copies be required Lower 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 2 <sup>nd</sup> class post via Royal Mail

### Classes of Information

The information held by LBPC 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

Contact details:        Peter Knox c/o LBPC, Bede Cottage, Church Lane, Plummers Plain  
West Sussex RH13 6LU.  
Telephone:              07540 41155  
Email:                    [clerk@lowerbeeding.com](mailto:clerk@lowerbeeding.com)  
Website:                 [www.lowerbeeding.com](http://www.lowerbeeding.com)

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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
Parish 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	√	√

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### 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	√	√
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	√	√