



Chailey Parish Council

Publication Scheme

1. Introduction

- 1.1 As well as responding to requests for information under Freedom of Information legislation, every public authority must proactively publish information. The Freedom of Information Act 2000 requires every public authority to have in place a publication scheme, approved by the Information Commissioner's Office ("the ICO"), and to publish information covered by that scheme.
- 1.2 Chailey Parish Council ("the Council") has adopted the model publication scheme published by the ICO.

2. The publication scheme

- 2.1 Set out in the Appendix to this scheme are the classes of information that will be published by the Council, the information to be published under each class, where the information can be found or obtained and, if applicable, the relevant cost.
- 2.2 In the Appendix, "Website" is a reference to the Council's website at chailey.org, and "NB" is shorthand for "Noticeboards" and is a reference to the Council's two principal noticeboards, one of which is adjacent to the tearooms at the junction of the A272 and A275 in North Chailey and the other of which is at the village stores in South Chailey. Only if space permits will information also be published on the Council's other three noticeboards which are adjacent to the Chapel at New Heritage, North Chailey, adjacent to the Horns Lodge Public House in South Chailey and in the entrance lobby to the Parish Hall.
- 2.3 In the Appendix, "OA" is shorthand for "On Application" and means that the relevant information can be obtained by contacting the Clerk to the Council at the Parish Office, The Reading Room, Chailey Green, Chailey BN8 4DA. The Council's email address is chaileypc@btconnect.com and its telephone number is 01825 722388.
- 2.4 In the Appendix, the cost (where relevant) is charged to cover the cost to the Council of photocopying the information sought. The postage charged will be the actual cost of sending the information by standard 2nd class mail.

Policy document reference number []

Adopted by resolution of the Council on 16th October 2018

- 2.5 In addition to the sources of information mentioned in paragraphs 2.2 and 2.3, the Council, from time to time, publishes articles or other information in Chailey News, a monthly free magazine widely available in Chailey.
- 2.6 The availability of information under this scheme is subject to the Council's policy on the retention of documents and information.
- 2.7 The provision of information under this scheme is subject to the Council's obligations under the General Data Protection Regulation, Data Protection legislation and any other restrictions under which the information is held by the Council.

Appendix

Information to be published	How the information can be obtained	Cost (where relevant)
Class 1 – Who we are and what we do		
Organisational information, structures, locations and contacts	Website OA	50p plus postage
Who's who on the Council and its committees	Website NB OA	50p plus postage
Contact details for the Clerk and Council members	Website NB OA	50p plus postage
Location of the Parish Office and accessibility details	Website NB OA	50p plus postage
Staffing structure	OA	50p plus postage
Class 2 – What we spend and how we spend it		
Annual Governance and Accountability Returns, Annual Accounts and audit reports	Website NB (at relevant times only) OA	50p plus postage
Finalised budgets	Website NB (at relevant times only) OA	50p plus postage
Precept	Website NB (at relevant times only) OA	50p plus postage
Monthly account of receipts and payments over £100	Website OA	50p plus postage
Borrowing approval letters	OA	50p plus postage
Financial Regulations	Website OA	£3 plus postage
Grants given and received	Website (in relevant Council minutes) OA	50p plus postage
List of current contracts awarded and value of contract	OA	50p plus postage
Council members' allowances and expenses	OA	50p plus postage

Information to be published	How the information can be obtained	Cost (where relevant)
Class 3 – What our priorities are and how we are doing		
Parish plan	Website OA	50p plus postage
Annual report to the Annual Parish Meeting	Website (minutes of the Annual Parish Meeting) OA	50p plus postage
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website NB OA	50p plus postage
Agendas of meetings (as above)	Website NB (at relevant times only) OA	50p plus postage
Minutes of meetings (as above) (excluding information that is properly regarded as private to the meeting)	Website NB (at relevant times only) OA	50p plus postage
Reports and papers presented to Council meetings (as above) (excluding information that is properly regarded as private to the meeting)	OA	50p plus postage
Responses to consultation papers	OA	50p plus postage
Responses to planning applications	Website (minutes of Planning & Environs Committee) NB (at relevant times only) OA	50p plus postage
Planning applications responses guidance	Website OA	50p plus postage
Class 5 – Our policies and procedures		
<u>Policies and procedures for the conduct of Council business:</u> Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Other policies and procedures	Website OA Website OA Website OA Website OA	£3 plus postage 50p plus postage 50p plus postage 50p plus postage
<u>Policies and procedures about the employment of staff:</u> Health and Safety Policy/Risk Assessment Recruitment policies (including current vacancies) Other policies	OA OA OA	50p plus postage 50p plus postage 50p plus postage
Record management policies (records retention, destruction and archive)	Website OA	50p plus postage
Freedom of Information and Data Protection policies	Website OA	50p plus postage
Schedule of charges (for the publication of information)	Website OA	50p plus postage

Information to be published	How the information can be obtained	Cost (where relevant)
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website OA	50p plus postage
Class 6 – Lists and Registers		
Any publicly available register or list (if held by the Council) (excluding the Electoral Roll)	OA	50p plus postage
Asset register	OA	50p plus postage
Register of members' interests	Website OA	50p plus postage
Register of gifts and hospitality	OA	50p plus postage
Class 7 – The services we offer		
Allotments	Website OA	Free of charge
The Reading Room, Windmill and Sports Pavilion	Website OA	Free of charge
Parks, playing fields and recreational facilities	Website OA	Free of charge
Seating, litter bins, clocks, memorials and lighting	OA	Free of charge
Bus shelters	OA	50p plus postage
A summary of services for which the council is entitled to recover or charge a fee, together with those fees	OA	50p plus postage