



# **Little Maplestead Parish Council**

## **Publication Scheme**

**For Review: May 2024**



# Little Maplestead Parish Council

## Publication Scheme

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This **Publication Scheme** has been drawn up in accordance with guidelines issued by the **Information Commissioner**. It commits **Little Maplestead Parish Council** to make information publically available as part of its normal business.

Key to Abbreviations: **W** – Website; **F** – Facebook; **E** – e-mail; **P** – Paper; **I** – Inspection; **N** – Noticeboards

## 1. Who we are/What we do

Organisational information, structure, locations and contacts

Type of Information:	Available on:
Who's who on the Parish Council and its Committees	W, N & P
Contact details for Parish Clerk and Council members	W, N & P
Location of main Council office and accessibility details	W & P
Staffing structure	W & P

## 2. What we spend/How we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Type of Information:	Available on:
Annual return form and report by auditor	W & N
Finalised budget	W
Precept	W
Borrowing approval letter	P
Financial Regulations & Standing Orders	W
Grants given and received	W & P
List of current contracts awarded and value of contract	P
Members' allowances and expenses	W

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### 3. What our priorities are/How we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Type of Information:	Available on:
Annual Report to Parish Assembly	W, F, P

### 4. How we make decisions

Decision making processes and records of decisions

Type of Information:	Available on:
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	W & P
Agendas of meetings (as above)	W, F, N & P
Minutes of meetings (as above) <b>n.b. this will exclude information that is properly regarded as private to the meeting.</b>	W, N & P
Reports presented to Council meetings <b>n.b. this will exclude information that is properly regarded as private to the meeting.</b>	E
Responses to consultation papers	E & P
Responses to planning applications	E & P

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## 5. Policies and Procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Type of Information	Available on:
<b>a) Policies and procedures for the conduct of Council business:</b>	
Procedural Standing Orders	W
Committee and sub-committee terms of reference	W
Delegated authority in respect of officers	W
Code of Conduct	W
Policy statements	W
Financial Regulations	W
Complaints Procedure	W
<b>b) Policies and procedures for the provision of services and about the employment of staff:</b>	
Equality and Diversity policy	W
Health and Safety policy	W
Policies and procedures for handling requests for information	W
Complaints procedures (including those covering requests for information and operating the Publication Scheme)	W
Data Protection policies	W
Schedule of Charges (for the publication of information)	W

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## 6. Lists and Registers

Currently maintained lists and registers only

Type of Information:	Available on:
Any publicly available register or list	P
Assets Register	W
Disclosure log	P
Register of members' interests	W
Register of gifts and hospitality	W

## 7. Services Provided

What services we provide to the Parish

Type of Information:	Available on:
Village playing field	E
Seating, litter bins & dog waste bins	E
Children's play area	E
Litter picking	W
Verge cutting	E
Minor footpath clearance & repairs	E
Parish Council website & Facebook page	W, F

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## 8. Schedule of Charges

What obtaining information from us under the **Freedom of Information Act 2000** will cost

Type of Charge:	Description:	Basis of Charge:
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost: 10p per sheet
	Photocopying @ 25p per sheet (colour)	Actual cost: 15p per sheet
	Postage	Actual cost: Royal Mail standard 2 <sup>nd</sup> class stamp
<b>Statutory Fee</b>	The actual cost incurred by the public authority	In accordance with the relevant legislation
<b>Other</b>		

## 9. Contact Details

**Parish Clerk:** Paula Sillett

**E-mail:** [littlemaplesteadparishclerk@gmail.com](mailto:littlemaplesteadparishclerk@gmail.com)

**Telephone:** 07975 571 253

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