

Publication Scheme

The scheme commits our authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available. (see appendix one)
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do: Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it: Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing: Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions: Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures: Current written protocols for delivering our functions and responsibilities.

Lists and registers: Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Policy Adopted: 16 September 2026

Policy to be Reviewed: September 2027

Appendix one

Information available from Shepherdsweil with Coldred Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

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). Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Website Available by request to the Clerk	Photo copying & postage costs where appropriate
Details of any representation on local public bodies		
Postal and email address		
Contact details for Parish Clerk and Council members		
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details		
Staffing structure – there is no staffing structure as the Parish Council only has one employee, the Clerk	N/A	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Parish Notice boards Available by request to the Clerk	Photo copying & postage costs where appropriate
Finalised budget	Website Available by request to the Clerk	Photo copying & postage costs where appropriate
Precept		
Financial Standing Orders and Regulations		

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		
Annual governance statement in format included in the Annual Return form	Website Available by request to the Clerk	Photo copying & postage costs where appropriate
Annual Report to Parish Meeting		
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Available by request to the Clerk	Photo copying & postage costs where appropriate
Agendas of meetings (as above)	Website Notice boards (current month only) Available by request to the Clerk	Photo copying & postage costs where appropriate
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Available by request to the Clerk	Photo copying & postage costs where appropriate
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure		
Responses to consultation papers		
Responses to planning applications		
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 sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website Available by request to the Clerk	Photo copying & postage costs where appropriate

Policies and procedures for the provision of services and about the employment of staff: • Policies and procedures for handling requests for information • Complaints procedure (including those covering requests for information and operating the publication scheme)		
Data Protection Policies		

Class 6 – Lists and Registers

Currently maintained lists and registers only.

(hard copy or website; some information may only be available by inspection)

Assets register, including details of public land and building assets	Website Available by request to the Clerk	Photo copying & postage costs where appropriate
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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

Allotments	Website Available by request to the Clerk	Photo copying & postage costs where appropriate
Cemetery		
Village Hall		
Recreation Ground		
Village Greens		
Meadow View		
Reed Meadow		

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Not Available
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred