



Freshwater Parish Council

Publication Scheme

2024



# Freshwater Parish Council

Working For The Community

Information to be published	How the information can be obtained	Cost
<p>Class 1 - who we are and what we do (organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	<p>Actual cost to the Council</p> <p>Hard copy standard A4 black and white additional costs below in schedule of charges</p>
Who's who on the Council and its Committees, sub-committees and working groups	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>25p per sheet</p>
Contact details for the Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>25p per sheet</p>
Location of main Council office and accessibility details	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>25p per sheet</p>
Class 2 - What we spend and how we spend it	(hard copy or website)	
<p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>25p per sheet</p>

financial year as a minimum		
Annual return form and report by auditor	Website	Free
	Hard Copy	25p per sheet
Finalised budget	Website	Free
	Hard Copy	25p per sheet
Precept	Website	Free
	Hard Copy	25p per sheet
Borrowing Approval Letter	Website	Free
	Hard Copy	25p per sheet
Standing Orders and Financial Regulations	Website	Free
	Hard copy	25p per sheet
Grants given and received	Website (over £500)	Free
	Hard copy	25p per sheet
List of current contracts awarded and value of contract	Website (over £5000)	Free
	Hard Copy	25p per sheet
Members' allowances and expenses	Website	Free
	Hard Copy	25p per sheet
Class 3 - what our priorities are and how we are doing	Website	Free
	Hard Copy	25p per sheet
(strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Website	Free
	Hard Copy	25p per sheet
Parish Neighbourhood Plan (current and previous year as a minimum)	Website	Free
	Hard Copy	25p per sheet
Annual Report to Parish Meeting (current and previous year as a	Website	Free
	Hard Copy	25p per sheet

minimum)		
Local charters drawn up in accordance with DCLG guidelines	NA	
Class 4 - How we make decisions (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website  Hard copy	Free  25p per sheet
Timetable of meetings (Council and any committee/sub committee/working group meetings and Parish meetings)	Website  Hard copy	Free  25p per sheet
Agendas of meetings (as above)	Website  Hard copy	Free  25p per sheet
Minutes of meetings (as above) - n.b. This will exclude information that is properly regarded as private/confidential to the meeting.	Website  Hard copy	Free  25p per sheet
Reports presented to council meetings - n.b. This will exclude information that is properly regarded as private/confidential to the meeting.	Website  Hard copy	Free  25p per sheet
Responses to consultation papers	Website  Hard copy	Free  25p per sheet
Responses to planning applications	NA	
Byelaws	NA	
Class 5 - Our policies and procedures	(Website or Hard copy)	

(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/sub committee/working group terms of reference Delegated authority in respect of officers Code of Conduct Policy Statements	Website  Hard Copy	Free  25p per sheet
Policies and procedures for the provisions of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services and Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	NA Website  Hard copy	Free  25p per sheet
Information security policy (GDPR)	Website  Hard copy	Free  25p per sheet
Records management policies (records retention, destruction and archive) (GDPR)	Website  Hard copy	Free  25p per sheet
Data protection policy (GDPR)	Website  Hard copy	Free  25p per sheet
Schedule of charges (for the publication of information)		See below

Class 6 - Lists and Registers Currently maintained lists and registers only	(hard copy or website, some information may only be available by inspection)	
Any publicly available register or list (if they are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website Hard copy	Free 25p per sheet
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)	NA	
Register of members' interests	Website Hard copy	Free 25p per sheet
Register of gifts and hospitality	Hard copy	25p 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	(Website or hard copy; some information may only be available by inspection)	
Allotments		
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities		

Seating, litter bins, clocks memorials and lighting		
Bus shelters	N/A	
Markets	N/A	
Public conveniences		
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information  This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Parish Clerk, Parish Office, Memorial Hall, Avenue Road, Freshwater, PO40 9UU

Telephone: 01983 752000

Email: [clerk@freshwater-parish.co.uk](mailto:clerk@freshwater-parish.co.uk)

Website: [www.freshwater-parish.co.uk](http://www.freshwater-parish.co.uk)

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 25p per sheet A4 (black and white)	Actual cost*
	Photocopying @ 35p per sheet A4 (colour)	Actual cost
	postage	Actual cost of Royal Mail standard 2nd class
Statutory free		In accordance with the relevant (quote the actual

		statute)
other		

\*The actual cost incurred by the public authority

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Adopted June 2024

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