

# SOMERCOTES

# PARISH COUNCIL

PUBLICATION SCHEME | Reviewed May 2025

Information to be published	Location	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations, and contracts.)	(Hard copy / Online)	
List of Council Members and their responsibilities	Online	N.A.
Details of any representation on local public bodies	Online	N.A.
Postal and email address Contact details for the Parish Clerk and Council Members	Online	N.A.
Location of Main Council office and accessibility details	Online	N.A.
Staffing structure	Online	N.A.
<b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	(Hard copy / Online)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Online	N.A.
Finalised budget	Online	N.A.
Precept	Online	N.A.

\*For costs of hard copy documents please refer to the Schedule of Charges on Page 5

Borrowing Approval letter	Not held	
All items of expenditure above £100	Hard copy	*
Financial Standing Orders and Regulations	Hard copy	*
Grants given and received	Hard copy	*
List of current contracts awarded and value of contract	Hard copy	*
Member's allowances and expenses	Hard copy	*
<b>Class 3</b> – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy / Online)	
Annual governance statement in format included in the Annual Return form	Online	N.A
Parish Plan	Not held	
Annual Report to Parish Meeting	Online	N.A
Quality status	Online	N.A
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data protection impact assessments (in full or short summary format) or any other impact assessment (e.g. Health and Safety Impact Assessment, Equality Impact Assessment e.c.t), as appropriate and relevant	Hard copy	*

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(Hard copy / Online)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Online	N.A
Agendas of meetings (as above)	Online	N.A
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Online	N.A
Reports presented to Council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	*
Responses to consultation papers	Hard copy	*
Responses to planning applications	Hard copy	*
Bye-laws	Hard copy	*
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(Hard copy / Online)	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>▪ Procedural standing orders</li> <li>▪ Committee and sub-committee terms of reference</li> <li>▪ Delegated authority in respect of officers</li> <li>▪ Code of Conduct</li> <li>▪ Policy Statements</li> </ul>	Hard copy	*

Policies and procedures for the provision of services and about the	Hard copy	*
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<p>employment of staff:</p> <ul style="list-style-type: none"> <li>Internal instructions to staff and policies relating to the delivery of services</li> <li>Equality and diversity policy</li> <li>Health and safety policy</li> <li>Recruitment policies and details of current vacancies</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures (including those covering requests for information and operating the public scheme)</li> </ul>		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage policies)</p>	Hard copy	*
<p><b>Class 6 – Lists and Registers</b></p> <p>(Currently maintained lists and registers only)</p>	(Hard copy / Online)	
Information legally required to hold in publicly available registers	Hard copy	*
Assets register, including details of public land and building assets	Hard copy	*
Disclosure log indicating the information provided in response to FOIA (Freedom of Information Act) and EIR (Environmental Information Regulations) requests.	Hard copy	*
Register of member's interests	Online	N.A
Register of gifts and hospitality	Online	N.A

<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance,</p>	(Hard copy / Online)	
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and newsletters produced for the public and businesses)		
Allotments	Online	N.A
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Online	N.A
Parks, playing fields and recreational facilities	Online	N.A
Seating, litter bins, clocks, memorials and lighting	Hard copy	*
Bus shelters	Hard copy	*
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees	Not held	

### **Schedule of Charges\*.**

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\*the actual cost incurred

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