

BETHERSDEN PARISH COUNCIL PUBLICATION SCHEME

- Policy prepared by: L Hedley (Locum clerk)
- Approved by Council on: February 14, 2018
- Next review date: January 2019

In December 2008 councils were informed of the review of the Model Publication Scheme. The Publication Scheme was adopted required under that act. This document will be updated as new information is added.

Contact. The Locum Clerk, Linda Hedley, 6 Longsfield, Aldington TN25 7DP. Or Phone 01233 720392 to request paper copies.

Information to be published	Further details listed papers and how the information can be obtained	Cost
Class 1 Who we are and what we do	Organizational information, structures, locations & contacts	
1. Who's who on the council? 2. Council structure. 3. Contact details of council members	List –on Website, A list can be requested by contacting the Locum Clerk at the PC office. Councillors are contacted via the Locum Clerk	Website Free Paper copy see schedule below
Contact details of Clerk	To be updated	Free
Staffing Structure	Under development	Website Free Paper copy see schedule below
Class 2 – What we spend and How we spend it	Financial information relating to projected & actual receipts & payments. Contracts for procurement. Current year audit and previous year	

Members' allowances & expenses.	Councillors only claim expenses for carrying work or attending meetings as agreed at Council or Committee Meetings. Bethersden PC does not pay it Members any allowances.	Paper see schedule of charges below
Grants received & given	Under development	As above
Annual return & reports	Year end to 2017 is on the website.	As above
Requested precept	As above	As above
Financial Regulations	Agreed at the January meeting. These will be updated later this year. They are available on the website	As above

Class 3 – What are our priorities & how we are doing	Strategies, plans and performance indicators, audits & inspections.	
Parish Plan	Website, Paper copy from Clerk	Free on website Paper see schedule of charges below.
Annual Report	Under development	As above

Class 4 – How we make decisions.	The process and records of decisions. Current and previous year.	
Timetable of meetings	Current year on notice boards & website.	Free
Agendas of meetings	On notice board before each meeting. Also placed on the website Paper copy available at meetings.	Free
Minutes of meetings (<i>this will exclude any matter deemed private & confidential</i>)	On website & placed on the notice board. Hard copies can be supplied on request	Free Website. Paper see schedule of charges below
Responses to Planning applications	As listed in the minutes of the Planning Committee each month. These are placed on the website and the notice board.	On the website

Class 5 – Policies & procedures.	Written protocols, policies & procedures.	
1. Procedural standing orders	Adopted January 2018, but will require further updates in May 2018	} On website free.
2. Committee Terms of Reference.	Planning, Drainage, Highways & Byways Committee TOR's are on the website.	} Paper copy see schedule } of charges below
3. Delegated authority in respect of the Locum Clerk.	Under development	}
4. Code of Conduct	On the website and hard copy is available on request.	}
Complaints Procedure	Policy agreed in February 2018	As above
Grievance Procedures	Under development	As above

Class 6 – Lists & Registers	Those currently maintained (under development)	
Asset register	Under development, but Inspection only,	Charged for time of Clerk.*
Members interests	Under development, will be placed on the Parish Council website in due course.	Charged for time of Clerk*.

Class 7 – Services we offer.	Items and services, we provide or maintain.	
Allotments		
Burial Grounds & closed churchyards		
Community Centres & Village Halls		
Seating, litter & dog bins, clocks memorials and lighting		Charged for time of Locum Clerk*
Bus shelters.		
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee together with those fees.	Under development	As above

Additional information	This will provide the PC with the opportunity to publish information that is not included in the lists above.	
None at this time		

Schedule of charges	Charges are made to recover the costs of providing photocopies & staff costs.	
FOI Requests	Actual cost of Clerks time. Minimum fee £TBA	
Data Access Requests	£10.00 as allowed by law.	Plus photocopying of documents – see below
Description	Photocopying (black & white) A4 sheet, 8p per sheet.	Cost of paper & ink + staff time
	Photocopying (Colour) A4 sheet, 12p per sheet	Cost of paper & ink + staff time
	Photocopying A3 sheets black & white or colour.	Dependant on actual cost + staff time. *
	Postage	At current rates of Royal Mail.
Other	* Minimum cost of staff 1 hour.	At current hourly rate.