DYMOCK PARISH COUNCIL
Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do: (Organisational information, structures, locations and contacts)	(hard copy, website or arrangements to view)	
Who's who on the Council and any Committees	Hard Copy via Parish Council Clerk, Parish Council Website	10p per sheet, email FOC (free of charge)
Contact details for Parish Clerk and Council Members	Hard Copy via Parish Council Clerk, Parish Council Website, Noticeboard	10p per sheet, email FOC
Location of main Council office and accessibility details	By appointment only Postal address; 3 Brook Farm Court, Little Marcle, Ledbury, Herefords, HR8 2JY Tel: 07917 872508 Website: dymockparishcouncil.org.uk Email: dymockpc@outlook.com	FOC
Staffing Structure	Clerk/RFO: Mrs Rachel Freestone. Contact as above. Details on website.	FOC
Class 2 – What we spend and how we spend it: (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy, website or arrangements to view)	
Precept	Hard copy via Parish Clerk, Parish Council Website	10p per sheet, email FOC
Annual Return Form and Report from Auditor	Hard Copy via Parish Council Clerk, Parish Council Website	10p per sheet, email FOC
Finalised Budget	Hard Copy via Parish Council Clerk, Parish Council Website	10p per sheet, email FOC
Financial Standing Orders and Regulations	Hard Copy via Parish Council Clerk, Parish Council Website	10p per sheet, email FOC
Grants Given and Received	Via minutes on noticeboard and Parish Council	FOC, 10p per sheet,

	website. Via Parish Clerk	email FOC
List of current contracts awarded and value of the contract	Via minutes on noticeboard and Parish Council Website. Via Parish Clerk	FOC, 10p per sheet, email FOC
Members allowances and expenses	Via Parish Clerk	10p per sheet, email FOC
Class 3 – What our priorities are and how we are doing: (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy, website or arrangements to view)	
Parish Plan	Currently Not Applicable	
Neighbourhood Development Plan	Hard Copy via Parish Council Clerk, Parish Council Website	10p per sheet, email FOC
Chairman's Annual Report to Parish Meeting	Hard Copy via Parish Council Clerk, minutes of APM on Parish Council Website	10p per sheet, email FOC
Local Council Award Status	Currently Not Applicable	
Class 4 – How we make decisions: (Decision making processes and records of decisions)	(hard copy, website or arrangements to view)	
Timetable of meetings	Via Parish Clerk, Parish Council website and notice of the next meeting on noticeboards	10p per sheet, email FOC, FOC
Agendas of meetings (as above)	Hard copy or by email via Parish Clerk, Parish Council Website or noticeboards	10 per sheet, email FOC, FOC
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy or by email via Parish Clerk, Parish Council Website or noticeboards	10p per sheet, email FOC
Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.	Via the Parish Clerk	10p per sheet, email FOC
Responses to consultation papers	Via Parish Clerk, minutes of meetings via Parish Council Website	10p per sheet, email FOC
Responses to planning applications	Via the Parish Clerk, minutes of meetings via the Parish Council Website, Noticeboards with the Agenda for next meeting and Forest of Dean Council Website	10p per sheet, email FOC, FOC, FOC
Bye-laws	Not applicable	

Class 5 – Our policies and procedures: (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy, website or arrangements to view)	
Policies and procedures for the conduct of Council business: Procedural Standing Orders Financial regulations Committee/Working Group Terms of Reference Delegated Authority in respect of others Code of Conduct Policy Statements	Hard copy via the Parish Clerk, Parish Council Website	10p per sheet, email FOC
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy via the Parish Clerk, Parish Council Website	10p per sheet, email FOC
Information Security Policy	Hard copy via the Parish Clerk, Parish Council Website	10p per sheet, email FOC
Records management policy (records retention, destruction and archive)	Hard copy via the Parish Clerk, Parish Council Website	10p per sheet, email FOC
Data protection policies	Hard copy via the Parish Clerk, Parish Council Website	10p per sheet, email FOC
Schedule of Charges (for publication of information)	Via Parish Clerk, Publication Scheme via the Parish Council Website	10p per sheet, email FOC
Class 6 – Lists and Registers: Currently maintained lists and registers only		
Any publicly available register or list	Via Parish Clerk	10p per sheet, email FOC
Assets register	Via Parish Clerk, Parish Council website	10p per sheet, email FOC
Disclosure log	Via Parish Clerk	10p per sheet, email FOC
Register of members' interests	Via Parish Clerk, Parish Council Website and Forest of	10p per sheet, email

	Dean Council website	FOC, FOC
Registe of gifts and hospitality	Currently not applicable	
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	(hard copy, website or arrangements to view)	
Allotments	Not applicable	
Burial grounds and closed churches	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Some not applicable otherwise via the Parish Clerk	10p per sheet, email FOC
Seating, litter bins, clocks, memorials and lighting	Via the Parish Clerk	10p per sheet, email FOC
Bus Shelters	Via the Parish Clerk	10p per sheet, email FOC
Markets	Not applicable	
Public Conveniences	Not applicable	
Agency Agreements	Currently not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Not applicable	
Schedule of Charges:		
Types of charge	**Description**	**Basis of charge**
Disbursement Cost	Photocopying at 10p per sheet (black and white) Photocopying at 25p per sheet (colour) Email Postage	Actual cost 10p Actual cost 25p Free of Charge (FOC) Cost of Royal Mail 2nd Class
Statutory Fee		In accordance with the relevant legislation

Adopted at a full council meeting on:

To be reviewed: