



Great Maplestead Parish Council

Publication Scheme

**Adopted: 15th May 2024
For Review: May 2025**



Great Maplestead Parish Council

Publication Scheme

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This **Publication Scheme** has been drawn up in accordance with guidelines issued by the **Information Commissioner**. It commits **Great Maplestead Parish Council** to make information publically available as part of its normal business.

Key to Abbreviations: **W** – Website; **F** – Facebook/Social Media; **E** – e-mail; **P** – Paper; **I** – Inspection; **N** – Noticeboards

1. Who we are/What we do

Organisational information, structure, locations and contacts

| Type of Information: | Available on: |
|---|---------------|
| Who's who on the Parish Council and its Committees | W, N & P |
| Contact details for Parish Clerk and Council members | W, N & P |
| Location of main Council office and accessibility details | W & P |
| Staffing structure | W & P |

2. What we spend/How we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

| Type of Information: | Available on: |
|---|---------------|
| Annual return form and report by auditor | W & N |
| Finalised budget | W |
| Precept | W |
| Borrowing approval letter | P |
| Standing Orders & Financial Regulations | W |
| Grants given and received | W & P |
| List of current contracts awarded and value of contract | P |
| Members' allowances and expenses | W |

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3. What our priorities are/How we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

| Type of Information: | Available on: |
|----------------------------------|---------------|
| Parish Action Plan | W |
| Annual Report to Parish Assembly | W, F, P |

4. How we make decisions

Decision making processes and records of decisions

| Type of Information: | Available on: |
|---|---------------|
| Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings) | W & P |
| Agendas of meetings (as above) | W, F, N & P |
| Minutes of meetings (as above) n.b. this will exclude information that is properly regarded as private to the meeting. | W & P |
| Reports presented to Council meetings n.b. this will exclude information that is properly regarded as private to the meeting. | E |
| Responses to consultation papers | E & W |
| Responses to planning applications | W & P |

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5. Policies and Procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

| Type of Information | Available on: |
|--|---------------|
| a) Policies and procedures for the conduct of Council business: | |
| Procedural Standing Orders | W |
| Committee and sub-committee terms of reference | W |
| Delegated authority in respect of officers | W |
| Code of Conduct | W |
| Policy statements | W |
| Financial Regulations | W |
| Grant Funding | W |
| Complaints Procedure | W |
| b) Policies and procedures for the provision of services and about the employment of staff: | |
| Equality and Diversity policy | W |
| Health and Safety policy | W |
| Policies and procedures for handling requests for information | W |
| Complaints procedures (including those covering requests for information and operating the Publication Scheme) | W |
| Data Protection policies | W |
| Schedule of Charges (for the publication of information) | W |

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6. Lists and Registers

Currently maintained lists and registers only

| Type of Information: | Available on: |
|---|---------------|
| Any publicly available register or list | P |
| Assets Register | W |
| Disclosure log | P |
| Register of members' interests | W |
| Register of gifts and hospitality | W |

7. Services Provided

What services we provide to the Parish

| Type of Information: | Available on: |
|--|---------------|
| Village playing field & car park | W, E |
| Seating, litter bins, dog waste bins & street lighting | E |
| Children's play area | W, E |
| Newsletter | W, F, P |
| Litter picking | W |
| Verge cutting | E |
| Minor footpath clearance & repairs | E |
| Parish Council website | W |
| Parish Council Facebook page | F |

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8. Schedule of Charges

What obtaining information from us under the **Freedom of Information Act 2000** will cost

| Type of Charge: | Description: | Basis of Charge: |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 20p per sheet (black & white) | Actual cost: 10p per sheet |
| | Photocopying @ 25p per sheet (colour) | Actual cost: 15p per sheet |
| | Postage | Actual cost: Royal Mail standard 2 nd class stamp |
| Statutory Fee | The actual cost incurred by the public authority | In accordance with the relevant legislation |
| Other | | |

9. Contact Details

Parish Clerk: Ann Crisp

E-mail: anncrisp@greatmaplesteadpc.co.uk

Telephone: 01787 460 216

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