

LAVANT PARISH COUNCIL

SCHEME OF PUBLICATION

ADOPTED 14th MAY 2024

Information available from Lavant Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website)	
Who's who on the Council and its Committees	Website Hard copy from the Clerk	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy from the Clerk	Free Free
Location of main Council office and accessibility details	Website From the Clerk	Free Free
Staffing structure	From the Clerk	Free
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 or website)	

Current and previous financial year as a minimum		
Annual return form and report by auditor	Website From the Clerk	Free 10p per sheet
Finalised budget	Website From the Clerk	Free 10p per sheet
Precept	Website From the Clerk	Free 10p per sheet
Borrowing Approval letter	Website From the Clerk	Free 10p per sheet
Financial Standing Orders and Regulations	Website From the Clerk	Free 10p per sheet
Grants given and received	From the Clerk	Free
List of current contracts awarded and value of contract	From the Clerk	Free
Members' allowances and expenses	From the Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a	Website	Free

minimum)	From the Clerk	10p per sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website From the Clerk Parish noticeboards	Free Free Free
Agendas of meetings (as above)	Website From the Clerk	Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website From the Clerk	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	From the Clerk	10p per sheet
Responses to consultation papers	From the Clerk	10p per sheet
Responses to planning applications	From the Clerk	10p per sheet
Bye-laws	From the Clerk	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website From the Clerk (delegated authority contained in Standing Orders)	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	n/a n/a From the Clerk n/a Website/From the Clerk Website/From the Clerk	 Free Free Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	From the Clerk	20p per sheet
Data protection policies	Website	Free

	From the Clerk	10p per sheet
Schedule of charges (for the publication of information)	Website From the Clerk	Free
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website From the Clerk	
Assets register	From the Clerk	
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)	n/a	
Register of members' interests	Chichester District Council website From the Clerk	Free 10p per sheet
Register of gifts and hospitality	From the Clerk	10p 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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	From LVAA	

Burial grounds and closed churchyards	n/a	
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website From the Clerk	Free Free
Seating, litter bins, clocks, memorials and lighting	From the Clerk	Free
Bus shelters	From the Clerk	Free
Markets	n/a	
Public conveniences	n/a	
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	

Contact details:

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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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority