



Walberton Parish Council Publication Scheme

Adopted and Approved at the Meeting of the Parish Council on 18 July 2017

Information available from Walberton Parish Council under the Publication Scheme devised and approved by the Information Commissioner.

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). This will be current information only.	Hard copy or Parish Council website	See costs schedule below
Who's who on the Council and its Committees	Hard copy or email from the clerk Parish Council website Parish Council noticeboard	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or email from the clerk Parish council website Parish Council noticeboard	
Staffing structure	Parish Council website	

Information to be published	How the information can be obtained	Cost
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) Current and previous financial year as a minimum	Hard copy or Parish Council website	See costs schedule below
Annual return form and report by auditor	Hard copy or email from the clerk Parish Council website	
Finalised budget	Hard copy or email from the clerk	

Precept	Hard copy or email from the clerk	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard copy or email from the clerk Parish Council website	
Grants given and received	Hard copy or email from the clerk	
List of current contracts awarded and value of contract	Hard copy from the clerk	
Members' allowances and expenses	Hard copy from the clerk Parish Council website (minutes)	

Information to be published	How the information can be obtained	Cost
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard copy or Parish Council website	See costs schedule below
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or email from the clerk Parish Council website	
Quality status	No application	
Local charters drawn up in accordance with DCLG guidelines	None in place	

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy or Parish Council website	See costs schedule below
Timetable of meetings - Council and any committee/sub-committee meetings and parish meetings)	Hard copy or email from the clerk Parish Council Website	
Agendas of meetings (as above)	Hard copy or email from the clerk Parish Council website Parish Council noticeboard	
Minutes of meetings (as above). This will exclude information that is properly regarded as private to the meeting.	Hard copy or email from the clerk Parish Council website	
Reports presented to council meetings. This will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk Meeting minutes	
Responses to consultation papers	Hard copy or email from the clerk Parish Council website Meeting minutes	
Responses to planning applications	Hard copy or email from the clerk Parish Council website Planning meeting minutes	

Bye-laws	Hard copy from the clerk	
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Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures. Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copy or Parish Council website	See costs schedule below
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	Hard copy or email from the clerk	
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 Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or email from the clerk	
Information security policy	Hard copy or email from the clerk	
Records management policies (records retention, destruction and archive)	Hard copy or email from the clerk	
Data protection policies	Hard copy or email from the clerk	
Schedule of charges (for the publication of information)	See below	

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers. Currently maintained lists and registers only	Hard copy or Parish Council website; some information may only be available by inspection	See costs schedule below
Assets register	Hard copy or email from the clerk	
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy or email from the clerk	
Register of Interests	Hard copy or email from the clerk Parish Council website	
Register of gifts and hospitality	Hard copy or email from the clerk	

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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 or website; some information may only be available by inspection	See costs schedule below
Parks, playing fields and recreational facilities	Hard copy or email from the clerk Parish Council website	
Seating, litter bins, clocks, memorials and lighting	Hard copy or email from the clerk	
Bus shelters	Hard copy or email from the clerk	
Additional Information. This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per side (black & white)	Based on computer printing
	Photocopying @ 20p per side (colour)	Based on computer printing
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation. The statute applicable will be stated.

Review history	Date
Draft policy presented to Full Council	18 July 2017
Adopted by Full Council	18 July 2017
Date of review	18 July 2018
Date of last review	8 November 2022
Date of next review	8 November 2024
<p>May 2025 Review process amended – Policy sent to Data Projection Officer and reviewed. This review will be carried out on an annual basis by both the Data Protection Officer and the Parish Council. The Parish Council will review this policy through Finance and Legal Committee – reference minute 15. FC/296/25</p>	