HOW CAPLE, SOLLERSHOPE AND YATTON GROUP PARISH COUNCIL
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)		
Who's who on the Council and its Committees	Hard copy via Parish Council Clerk; Parish Council Website	10p per sheet, email FOC; FOC; FOC
Contact details for Parish Clerk and Council members	Hard copy via Parish Council Clerk; Parish Council Website	10p per sheet, email FOC; FOC; FOC; FOC
Location of main Council office and accessibility details	By appointment only. Postal address: 3 Winsor Road, Lower Bullingham, Hereford, HR2 6ES; Tel: 07380132702 Website: www.howcaplegroup-pc.gov.uk/ Email: clerk@howcaplegroup-pc.gov.uk	FOC
Staffing Structure	Clerk/RFO: Mr Neil Barrington . 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:		
Annual return form and report by auditor	Hard copy via Parish Clerk; Parish Council website	10p per sheet, email FOC; FOC; FOC
Finalised budget	Hard copy via Parish Clerk; Parish Council website; consultation via newsletter	10p per sheet, email FOC; FOC

Precept	Hard copy via Parish Clerk; Parish Council website	10p per sheet, email FOC; FOC; FOC
Financial Standing Orders and Regulations	Hard copy via Parish Council Clerk; Parish Council Website	10p per sheet, email FOC; FOC
Grants given and received	via minutes on Parish Council website; via Parish Clerk	FOC; 10p per sheet, email FOC
List of current contracts awarded and value of contract	via minutes on Parish Council website; via Parish Clerk	FOC; 10p per sheet, email FOC
Members allowances and expenses	via Parish Clerk;	10p per sheet, email FOC; FOC
Class 3: What our priorities are and how we are doing: (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Under development	10p per sheet, email FOC; FOC
Neighbourhood Development Plan	Hard copy via Parish Clerk; Parish Council website	10p per sheet, email FOC; FOC; FOC
Chairman's annual report to Parish Meeting	Hard copy via Parish Clerk; minutes of APM on Parish Council website	10p per sheet, email FOC; FOC; FOC
Local Council Award Status	Currently not applicable	
Class 4: How we make decisions: (Decision making processes and records of decisions)		
Timetable of meetings	via Parish Clerk; Parish Council website; notice of next meeting on parish noticeboards with agenda and via newsletter	10p per sheet, email FOC; FOC; FOC

Agendas of meetings (as above)	Hard copy or by email via Parish Clerk; Parish Council website; parish noticeboards	10p per sheet/FOC; FOC; FOC
Minutes of meetings (as above) (NB: this will exclude information that is properly regarded as private to the meeting)	Hard copy or by email via Parish Clerk; Parish Council website;	10p per sheet/FOC; FOC; FOC
Reports presented to council meetings (NB: 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 the Parish Clerk; minutes of meetings via Parish Council website	10p per sheet, email FOC; FOC
Responses to planning applications	Via the Parish Clerk; minutes of meetings via Parish Council website; Herefordshire 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)		
Policies and procedures for the conduct of council business: Procedural Standing Orders Committee, Sub-Committee, Working Group Terms of Reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy via Parish Clerk; Parish Council website	10p per sheet, email FOC; 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 for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Under development. Where available, hard copy via Parish Clerk; Parish Council website	10p per sheet, email FOC; FOC
Information security policy	Under development	10p per sheet, email FOC; FOC
Records management policy (records retention, destruction and archive)	Hard copy via Parish Clerk; Parish Council website	10p per sheet, email FOC; FOC
Data protection policies	Hard copy via Parish Clerk; Parish Council website	10p per sheet, email FOC; FOC
Schedule of charges (for the publication of information)	via Parish Clerk; Publication Scheme via Parish Council website	10p per sheet, email FOC; 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; FOC
Disclosure log	via Parish Clerk	10p per sheet, email FOC
Register of members' interests	via Parish Clerk; Parish Council website; Herefordshire Council website	10p per sheet, email FOC; FOC; FOC
Register of gifts and hospitality	via Parish Clerk; Herefordshire Council website	10p per sheet, email FOC; FOC

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.		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public Conveniences	Not applicable	
Agency Agreements	Via the Parish Clerk	
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:		
Type of charge	**Description**	**Basis of charge**
Disbursement cost	Photocopying at 10p per sheet (black and white)	Actual cost 10p
	Photocopying at 25p per sheet (colour)	Actual cost 25p
	Email	Free of charge (FOC)
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

Adopted at a full council meeting on : 12th September 2023
To be reviewed: May 2027