

LLANWARNE DISTRICT AND GROUP PARISH COUNCIL

Publication Scheme

The Parish Council was required by the Freedom of Information Act 2000 to adopt a Publication Scheme. The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

Llanwarne District and Group Parish Council has adopted the Model Publication Scheme. This scheme includes some core information and some optional information.

The information contained in each class will be available in a variety of formats, namely a hard copy on request from the Parish Clerk or via the Parish Council's website.

Reasonable charges may apply for the provision of copies of the documents / information listed in each of the classes.

Classes of information

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Working Groups	Hard copy or website)	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number.	Hard copy or website)	Free
Class 2 – What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, contracts and financial	Hard copy or website	Free

audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy or website	Free
Finalised budget	Hard copy or website	Free
Precept	Hard copy or website	Free
Borrowing Approval letter	N/A	
Financial Regulations	Hard copy or website	Free
Grants given and received	Hard copy	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing	Hard copy or website	Free
Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Neighbourhood Development Plan	Hard Copy or website	£20
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy or website	Free
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 Parish Council meetings (and parish meetings)	Hard Copy or website	Free
Agendas of meetings (as above)	Hard Copy or website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy or website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy or website	Free
Responses to consultation papers	Hard Copy	£1
Responses to planning applications	Hard Copy or website	Free
Bye-laws	N/A	
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	Hard Copy or website	Free

orders, Delegated authority in respect of officers and Code of Conduct Policy statements		
Current Policies • Reserves Policy • Risk Management Plan • Equality and Diversity Policy • Communications Protocol • Safeguarding Statement • Unreasonable Complaints Policy • Co-option Policy • Resilience Plan	Hard Copy or website	£1 per policy
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard Copy or website	£1
Data protection policies	Hard Copy or website	£1
Schedule of charges (for the publication of information)	Hard Copy	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets register	Hard Copy or website	
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	Herefordshire Council website and hard copy	£1
Register of gifts and hospitality	N/A	

Contact details

Mark Hearne (Parish Clerk)

Tel: 07904 038939

Email: clerk@llanwarnegroup-pc.gov.uk