



Publication Scheme
Policy for supply of information from Ilchester Parish Council
Adopted 8th August 2024

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do <i>Names and contact details for councillors, with their responsibilities and committees</i>	http://www.ilchesterparishcouncil.gov.uk/Councillors_28337.aspx
Contact details of the clerk	http://www.ilchesterparishcouncil.gov.uk/Contact_Us_28360.aspx
Class 2 – What we spend and how we spend it <i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</i> <i>Current and previous financial year is required to be available as a minimum</i>	Financial information for previous years back to 2020 is available on the website. If you need information about the present year, you may find it in minutes or please contact the clerk for assistance.
Annual return form and report by auditor	http://www.ilchesterparishcouncil.gov.uk/Accounts_28338.aspx
Finalised budget	
Precept	
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	http://www.ilchesterparishcouncil.gov.uk/Council_28335.aspx
Grants given and received	
List of current contracts awarded and value of contract	N/A
Members' allowances and expenses	N/A
Class 3 – What our priorities are and how we are doing <i>Plans and Annual Village Meeting</i>	
Neighbourhood Plan	N/A
Annual Village Meeting minutes	http://www.ilchesterparishcouncil.gov.uk/Meetings_Agendas_and_Minutes_28336.aspx
Class 4 – How we make decisions <i>Decision making processes and records of decisions. Current and previous council year are required as a minimum</i>	
Timetable of meetings	http://www.ilchesterparishcouncil.gov.uk/Meetings_Agendas_and_Minutes_28336.aspx
Agendas of meetings	http://www.ilchesterparishcouncil.gov.uk/Meetings_Agendas_and_Minutes_28336.aspx
Minutes of meetings– excludes any information properly regarded as private to the meeting.	http://www.ilchesterparishcouncil.gov.uk/Meetings_Agendas_and_Minutes_28336.aspx
Reports presented to council meetings – excludes any information properly regarded as private to the meeting.	Available from clerk on request
Responses to consultation papers	If any, available from clerk
Responses to planning applications	Published on planning portal to relevant planning applications
Bye-laws	N/A

Class 5 – Our policies and procedures <i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>	
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	http://www.ilchesterparishcouncil.gov.uk/Council_28335.aspx
Policies and procedures for the provision of services / employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies • Policy for supply of information • Complaints procedure 	Many are available at: http://www.ilchesterparishcouncil.gov.uk/Council_28335.aspx Others are available from the clerk on request
Information security and data protection policies	http://www.ilchesterparishcouncil.gov.uk/Council_28335.aspx
Records management policies (records retention, destruction and archive)	Available from the clerk
Schedule of charges (for the publication of information)	This document
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>	
Assets Register	http://www.ilchesterparishcouncil.gov.uk/Council_28335.aspx
Register of members' interests	Somerset Council website
Register of gifts and hospitality	Over £50 – District Council Monitoring Officer
Class 7 – The services we offer <i>Current information about the services we offer</i>	
Playing fields and play area	Available from the clerk
Seating and litter bins	Available from the clerk
Bus shelters	Available from the clerk
Additional Information	website http://www.ilchesterparishcouncil.gov.uk/default.aspx or from the clerk

SCHEDULE OF CHARGES

Information can be downloaded free of charge from the website. Information that can be provided by the clerk electronically is also free. Hard copy information is supplied at the following rates:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost (Royal Mail 2 nd class)

Review date: by end August 2026