

Southam Parish Council

Publication Scheme



Information available from Southam Parish Council under the Information Commissioner Office's model publication scheme. Information will be provided in hard copy or email format within 21 days of receipt of request where the information is requested in hard copy or email format. Please see Schedule of Charges below for cost of providing information.

Information available	How the information can be obtained
Class1 - Who we are and what we do. (Organisational information, locations and contacts)	Hard copy or email from the Clerk. Southam Today website.
Who's who on the Council and its Committees	Hard copy or email from the Clerk. Southam Today website. (Councillors)
Contact details for Parish Clerk and Council Members.	Hard copy or email from the Clerk. Southam Today website. (Contact)
Location of Council office and times of opening	Not applicable
Staffing structure	Not applicable

Information available	How the information can be obtained
<p>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</p>	<p>Hard copy or email from the Clerk. Southam Today website.</p>
<p>Annual return form and report by internal and external auditors</p>	<p>Hard copy or email from the Clerk. Southam Today website. (Finance)</p>
<p>Finalised budget The budget for the year ahead is approved by Council in January each year.</p>	<p>Hard copy or email from the Clerk. Southam Today website. (Finance)</p>
<p>Precept</p>	<p>Hard copy or email from the Clerk.</p>
<p>Borrowing Approval letter</p>	<p>Not applicable.</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy or email from the Clerk. Southam Today website. (Finance)</p>
<p>Grants given and received</p>	<p>Hard copy or email from the Clerk.</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy from the Clerk (subject to commercial confidentiality).</p>
<p>Annual summary statement of Councillors' allowances, expenses and reimbursements.</p>	<p>Hard copy from the Clerk, where applicable. Councillors do not currently receive allowances or expenses.</p>
Information available	How the information can be obtained
<p>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</p>	<p>Hard copy or email from the Clerk. Southam Today website.</p>

Parish Plan Published in April 2013 and updated in 2017 following consultation with local residents	Southam Today website. (Policies)
Annual Report to May Parish Meeting. Chairman's Statement	Hard copy or email from the Clerk. Southam Today website. (Minutes)
Local charters drawn up in accordance with DCLG guidelines.	Southam Today website, where applicable
Information available	How the information can be obtained
Class 4 – How we make decisions Decision making processes and records of decisions (Current and previous year)	Hard copy or email from the Clerk. Southam Today website (Minutes)
Timetable of meetings (Council, Annual Parish Meeting)	Hard copy or email from the Clerk. Southam Today website (Meetings)
Agendas of meetings (as above)	Hard copy or email from the Clerk. – historic agendas Southam Today website (Meetings) – current agenda
Minutes of meetings (as above) Excluding information properly regarded as private to the meeting.	Hard copy or email from the Clerk. Southam Today website (Minutes)
Reports presented to Council meetings. Excluding information properly regarded as private to the meeting.	Hard copy or email from the Clerk.
Responses to consultation papers	Hard copy or email from the Clerk.
Responses to planning applications.	Hard copy or email from the Clerk. Southam Today website (Minutes)
Information available	How the information can be obtained

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) (Current information only)	Hard copy or email from the Clerk. Southam Today website (Policies)
Policies and procedures for the conduct of council business	Hard copy or email from the Clerk. Southam Today website (Policies)
Procedural Standing Orders	Hard copy or email from the Clerk. Southam Today website (Policies)
Committee and sub-committee terms of reference.	Hard copy or email from the Clerk.

	Southam Today website (Policies)
Delegated authority in respect of officers	Hard copy or email from the Clerk. Southam Today website (Policies)
Code of Members' Conduct	Hard copy or email from the Clerk. Southam Today website (Policies)
Policies and procedures for the provision of services and about the employment of staff	Hard copy or email from the Clerk. Southam Today website (Policies)
Internal policies relating to the delivery of services	Hard copy or email from the Clerk. Southam Today website (Policies)
Policies and procedures for managing requests for information	Hard copy or email from the Clerk. Southam Today website (Policies)
Schedule of charges for the publication of information	Part of this document – see below
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or email from the Clerk. Southam Today website (Policies)
Data protection policies	Hard copy or email from the Clerk. Southam Today website (Policies)
Records management policies (records retention, destruction and archive)	In draft

Information available	How the information can be obtained
Class 6 – Lists and Registers _Currently maintained lists and registers only	Hard copy or email from the Clerk. Southam Today website N.B. Some information available only by inspection.
Asset Register	Hard copy or email from the Clerk. Southam Today website (Policies)
Register of members’ interests. All Members register their Personal Interests when joining the Council and are required to keep their register updated.	Hard copy or email from the Clerk. Southam Today website (Councillors)
Register of gifts and hospitality received	Hard copy or email from the Clerk, where applicable.
Information available	How the information can be obtained
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 email from the Clerk. Southam Today website N.B. some information available only by inspection
Social Media Facebook page	Actively updated
Seating, litter bins, noticeboards etc etc	Hard copy or email from the Clerk.
VAS equipment for monitoring of traffic speed	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	Hard copy or email from the Clerk. Southam Today website N.B. some information available only by inspection

SCHEDULE OF CHARGES

Disbursement cost: Photocopying @10p per sheet (B&W) Based on computer printing
Photocopying @20p per sheet (colour) Based on computer printing
Postage: Actual cost of Royal Mail 2nd class
Statutory fee: In accordance with the relevant legislation (The statute applicable will be stated).
Method of payment: For settlement prior to supply of documents (A pro-forma invoice will be provided).

CLERK'S CONTACT DETAILS

Clerk to Southam Parish Council
10 St Judes Walk
Cheltenham
GL53 7RU
Email: clerk@southamtoday.org.uk