

Southam Parish Council Publication Scheme

Adopted by Council Minute 12 – 14th July 2020

Due for review – May 2021

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do.

The Parish Council of Southam is lead by a Chairman (Cllr Adrienne Wood) and Vice-Chairman (Cllr John Workman) and consists of 7 elected councillors who hold seat for a period of 4 years. The parish boundary includes part of the settlement known as Noverton, a large part of Cleeve Common and Southam Village. The Council employs a Clerk/Responsible Finance Officer (Liz Dowie) to provide advice and manage the day to day business. The Council follows guidelines provided by the National Association of Local Councils in the management of its affairs. The Council is responsible for the land attached to the village hall, supply of litter/dog bins, seats, 3 bus shelters, noticeboards, traffic calming, war memorial and monitors the condition of the parish footpaths through a network of voluntary wardens, carries out contract grass cutting on behalf of the County Council, provides for a newsletter and website.

What we spend and how we spend it.

The Council collects a precept and may raise funds for specific projects. The Council will publish a list of all items of expenditure over £100 on its website by the 1st July following the end of the last accounting period. Items for payment are also stated in the Minutes. By 1st July the Council will publish details of the End of Year Accounts together with a bank reconciliation, explanation of significant variances (more than 10%), an

Annual Governance Statement and Internal Audit Report, List of Councillor responsibilities and their representation on external local public bodies, List of Assets. Draft Minutes will be available on the website not later than one month after a meeting. Agendas will be published on the noticeboards and on the website 3 clear days before meetings.

What our priorities are and how we are doing.

The Council is committed to protecting the AONB, reducing crime, reducing the adverse affects of traffic and noise pollution, engaging with the community, responding to consultations which affect the community, assisting charities and groups which benefit the residents of Southam.

How we make decisions.

The decision making process is contained in our Standing Orders. Each resolution is put to a democratic vote.

Our policies and procedures.

Publication Scheme
Code of Conduct
Standing Orders
Financial Regulations
Risk Management Scheme
Grant Awarding Policy

Lists and Registers.

Register of Assets

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. **(10p per copy)**

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.