

**QUEEN CAMEL PARISH COUNCIL****Clerk:** Elaine Owen, Innes House, Kingsdon, Somerton, Somerset, TA11 7LL**Tel:** 07726 245 101**e-mail:** [clerk@queencamelpc.org.uk](mailto:clerk@queencamelpc.org.uk) **website:** [www.queencamelpc.org.uk](http://www.queencamelpc.org.uk)

## Publication Scheme

### Policy for supply of information from Queen Camel Parish Council

Adopted 20<sup>th</sup> June 2022

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> <i>Names and contact details for councillors, with their responsibilities and committees</i>	<a href="https://queencamelpc.org.uk/councillors/">https://queencamelpc.org.uk/councillors/</a>
Contact details of the clerk	See header on this page
<b>Class 2 – What we spend and how we spend it</b> <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 2018 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	
Finalised budget	<a href="https://queencamelpc.org.uk/finance/">https://queencamelpc.org.uk/finance/</a>
Precept	
Borrowing Approval letter	n/a
Financial Standing Orders and Regulations	
Grants given and received	<a href="https://queencamelpc.org.uk/finance/">https://queencamelpc.org.uk/finance/</a>
List of current contracts awarded and value of contract	n/a
Members' allowances and expenses	n/a
<b>Class 3 – What our priorities are and how we are doing</b> <i>Plans and Annual Village Meeting</i>	
Neighbourhood Plan	<a href="https://queencamelpc.org.uk/parish-plan/">https://queencamelpc.org.uk/parish-plan/</a>
Annual Village Meeting minutes	<a href="https://queencamelpc.org.uk/meetings/">https://queencamelpc.org.uk/meetings/</a>
<b>Class 4 – How we make decisions</b> <i>Decision making processes and records of decisions. Current and previous council year are required as a minimum</i>	
Timetable of meetings	<a href="https://queencamelpc.org.uk/meetings/">https://queencamelpc.org.uk/meetings/</a>
Agendas of meetings	<a href="https://queencamelpc.org.uk/meetings/">https://queencamelpc.org.uk/meetings/</a>
Minutes of meetings– excludes any information properly regarded as private to the meeting.	<a href="https://queencamelpc.org.uk/meetings/">https://queencamelpc.org.uk/meetings/</a>
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

<b>Class 5 – Our policies and procedures</b> <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"> <li>• Standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<a href="https://queencamelpc.org.uk/policies-procedures-publications/">https://queencamelpc.org.uk/policies-procedures-publications/</a>
Policies and procedures for the provision of services / employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies</li> <li>• Policy for supply of information</li> <li>• Complaints procedure</li> </ul>	Many are available at: <a href="https://queencamelpc.org.uk/policies-procedures-publications/">https://queencamelpc.org.uk/policies-procedures-publications/</a> Others are available from the clerk on request The following policies are reviewed only when the policy is required: <ul style="list-style-type: none"> <li>• Recruitment policies</li> </ul>
Information security and data protection policies	<a href="https://queencamelpc.org.uk/policies-procedures-publications/">https://queencamelpc.org.uk/policies-procedures-publications/</a>
Records management policies (records retention, destruction and archive)	Available from the clerk
Schedule of charges (for the publication of information)	This document
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>	
Assets Register	<a href="https://queencamelpc.org.uk/finance/">https://queencamelpc.org.uk/finance/</a>
Register of members' interests	District Council website
Register of gifts and hospitality	Over £50 – District Council Monitoring Officer
<b>Class 7 – The services we offer</b> <i>Current information about the services we offer</i>	
Playing fields and play area	Chair of Playing Field Management Committee
Seating and litter bins	Available from the clerk
Bus shelters	Available from the clerk
<b>Additional Information</b>	website <a href="https://queencamelpc.org.uk">https://queencamelpc.org.uk</a> 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost (Royal Mail 2 <sup>nd</sup> class)