

## Laverstock & Ford Parish Council

### MODEL PUBLICATION SCHEME

|                     |                                                           |
|---------------------|-----------------------------------------------------------|
| <b>Purpose</b>      | To set out a Code of Practice                             |
| <b>Scope</b>        | Council employees, Councillors, and members of the public |
| <b>Date adopted</b> | 12 <sup>th</sup> May 2025                                 |
| <b>Minute Ref:</b>  | PC25.074                                                  |
| <b>Previous</b>     | n/a                                                       |
| <b>Next Review</b>  | December 2026                                             |
| <b>Policy Owner</b> | Finance & General Purposes Committee                      |
| <b>Supersedes</b>   | None                                                      |

Information available from Laverstock & Ford Parish Council under the Model Publication Scheme.

| <b>Information to be published</b><br><b>Cost:</b> Charges per copy for hard copies see schedule at end                                                                                                                                                             | <b>How the information can be obtained</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts) This will be current information only.<br>N.B. Councils should already be publishing as much information as possible about how they can be contacted. | (Hard copy or website)                     |
| Who's who on the Council and its Committees                                                                                                                                                                                                                         | Both                                       |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))                                                                                                                              | Both                                       |
| Location of main Council office and accessibility details                                                                                                                                                                                                           | Both                                       |
| Staffing structure                                                                                                                                                                                                                                                  | Both                                       |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum                               | Both                                       |
| Annual return form and report by auditor                                                                                                                                                                                                                            | Both                                       |
| Finalised budget                                                                                                                                                                                                                                                    | Both                                       |
| Precept                                                                                                                                                                                                                                                             | Both                                       |
| Borrowing Approval Letter                                                                                                                                                                                                                                           | Both                                       |
| Standing Orders                                                                                                                                                                                                                                                     | Both                                       |
| Financial Regulations                                                                                                                                                                                                                                               | Both                                       |

|                                                                                                                                                                                       |                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Grants given and received                                                                                                                                                             | Both                                                                                     |
| List of current contracts awarded and value of contract                                                                                                                               | Both                                                                                     |
| Members' allowances and expenses                                                                                                                                                      | Both                                                                                     |
| Parish Plan (current)                                                                                                                                                                 | Both                                                                                     |
| Annual Report to Parish Meeting (current and previous year as a minimum)                                                                                                              | Both                                                                                     |
|                                                                                                                                                                                       |                                                                                          |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum                                      | (Hard copy or website)                                                                   |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)                                                                                          | Both                                                                                     |
| Agendas of meetings (as above)                                                                                                                                                        | Both                                                                                     |
| Both Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.                                                         | Both                                                                                     |
| Reports presented to council meetings – note this will exclude information that is properly regarded as private to the meeting.                                                       | Included in agendas                                                                      |
| Responses to consultation papers                                                                                                                                                      | Hard copy where consultation was responded to on paper – online responses not available. |
| Responses to planning applications                                                                                                                                                    | Both                                                                                     |
| Bye-laws                                                                                                                                                                              | Both                                                                                     |
|                                                                                                                                                                                       |                                                                                          |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only | Both                                                                                     |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Code of Conduct                       | Both                                                                                     |
|                                                                                                                                                                                       |                                                                                          |

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| Policies and procedures for the provision of services and about the employment of staff:<br>Internal instructions to staff and policies relating to the delivery of services<br>Equality and Diversity policy<br>Health and Safety policy<br>Dignity at Work policy<br>Safeguarding policy<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Both |
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| Records management policies (records retention, destruction and archive)                                                                           | Both                                                                         |
| Schedule of charges (for the publication of information)                                                                                           | Both                                                                         |
| <b>Class 6 – Lists and Registers</b>                                                                                                               | (Hard copy or website; some information may only be available by inspection) |
| Currently maintained lists and registers only                                                                                                      |                                                                              |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy, if any                                                            |
| Assets Register                                                                                                                                    | Website                                                                      |
| Register of members' interests                                                                                                                     | Wiltshire Council website                                                    |
| Register of gifts and hospitality                                                                                                                  | Hard copy.                                                                   |
| <b>Class 7 – The services we offer</b>                                                                                                             | (Hard copy or website; some information may                                  |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)                     |                                                                              |
| Current information only                                                                                                                           |                                                                              |
| Village Halls                                                                                                                                      | Both                                                                         |
| Parks, playing fields and recreational facilities etc                                                                                              | Both                                                                         |
| Seating, litter bins, and memorials, etc                                                                                                           | Hard copy                                                                    |
| Bus Shelters                                                                                                                                       | Hard copy                                                                    |
| Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)                                           | Hard copy                                                                    |

Contact details:

Tel: 07771 802839 Email: [parish-clerk@laverstockford-pc.gov.uk](mailto:parish-clerk@laverstockford-pc.gov.uk)

Web: [www.laverstockford-pc.gov.uk](http://www.laverstockford-pc.gov.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE    | DESCRIPTION                                  | BASIS OF CHARGE                           |
|-------------------|----------------------------------------------|-------------------------------------------|
| Disbursement cost | Photocopying @.25p per sheet (black & white) | Actual cost*                              |
|                   | Photocopying @.50p per sheet (colour)        | Actual cost                               |
|                   |                                              |                                           |
|                   | Postage                                      | Actual cost of Royal Mail 2nd Class stamp |

\*Actual cost incurred by the parish council.