



Publication Scheme

Introduction

This publication scheme commits the Council 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 Council.

Before a request is made for information, it may be helpful to see if the information required is already available on Caister-On-Sea Parish Council's website. For instance, Parish Council decisions, spend and planning responses can be found in the council's minutes.

Please note that Caister-On-Sea Parish Council's information is available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Publication Scheme

Class	Description	Information
1. Who we are and what we do	Organisational information, structures, locations, and contacts.	<ul style="list-style-type: none"> - Council: https://caisterparishcouncil.gov.uk/ - Committee member details: https://caisterparishcouncil.gov.uk/staff/ - Location and accessibility of the main council office: https://caisterparishcouncil.gov.uk/ - Staffing structure: Caister-On-Sea Parish Council employs 4 part time employees: Parish Clerk, Responsible Finance Officer and Burials Clerk, Caretaker and Cemetery Groundskeeper.
2. What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit.	<ul style="list-style-type: none"> - Annual return form and auditor's report: https://caisterparishcouncil.gov.uk/page/finance/ - Finalised budget: https://caisterparishcouncil.gov.uk/page/finance/ - Precept information: https://caisterparishcouncil.gov.uk/page/finance/ - Financial Regulations: https://caisterparishcouncil.gov.uk/page/governance/ - Standing Orders: https://caisterparishcouncil.gov.uk/page/governance/ - List of current contracts and values: Available by email on request. - Members' allowances and expenses: No members allowances are paid. Expenses are managed within the Financial Regulations: https://caisterparishcouncil.gov.uk/page/governance/
3. How we are doing	Performance indicators, audits, inspections, and reviews.	<ul style="list-style-type: none"> - Audits: https://caisterparishcouncil.gov.uk/page/governance/ - Council Hall Inspections including: Asbestos Survey, Legionella Risk Assessment, Portable Appliance Testing, Fixed Electrical Testing, Fire Appliance Servicing, Boiler Insurance Check

		- Annual policy review: https://caisterparishcouncil.gov.uk/policy-and-document-library/
4. How we make decisions	Decision-making processes and records of decisions.	- Timetable of council meetings: https://caisterparishcouncil.gov.uk/meetings/ - Agendas and minutes of council, committee, and sub-committee meetings: https://caisterparishcouncil.gov.uk/meetings/
5. Our policies and procedures	Current written protocols, policies, and procedures for delivering services and responsibilities.	- Policies and procedures for council services - Internal policies and procedures for staff and personnel matters - Equality and diversity policies - Health and safety policies: Records management policies (e.g., data protection, retention schedules) - https://caisterparishcouncil.gov.uk/page/governance/
6. Lists and registers	Information held in registers required by law and other lists and registers.	- Assets register: https://caisterparishcouncil.gov.uk/page/governance/ - Register of members' interests: https://caisterparishcouncil.gov.uk/staff/ - Register of gifts and hospitality: Neither the Council, its Councillors, nor its Officers have received any gifts. - Gifts and Hospitality Policy 2025-2026: https://caisterparishcouncil.gov.uk/page/governance/
7. The services we offer	Information about the services provided by the council.	- Allotments: https://caisterparishcouncil.gov.uk/page/allotments/ - Cemetery: https://caisterparishcouncil.gov.uk/page/caister-village-cemetery/ - Parks: https://caisterparishcouncil.gov.uk/page/play-areas/

CHARGES: Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available.

Type of charge	Description	Basis of charge
Disbursement cost	- Photocopying @ 20p per sheet (black & white) - Photocopying @ 50p per sheet (colour) - Postage	Actual cost of printing ink and paper Actual cost of printing ink and paper Actual cost of Royal Mail standard 2nd class
Statutory Fee	Not applicable, unless a search is required, when	In accordance with the relevant legislation

the actual statutory fee will be charged, plus
any photocopying required

Review

Annually, or as appropriate, the Council will review and update this policy.

Date of Policy	March 2025
Approving Committee	Full Council
Date of Committee Meeting	31 March 2025
Date of Adoption by Full Council	31 March 2025
Policy Version Number	1
Date of Next Review	March 2026

Signed: _____ Chair, Caister-On-Sea Parish Council

Date: _____