



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- the information is archived, out of date or otherwise inaccessible; or,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 | <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 |

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| | reviews. | - 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.

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| 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: _____