

PUBLICATION SCHEME

Introduction

It is the duty of every public authority to adopt and maintain a publication scheme.

This publication scheme provides a list of all the information Steyning Parish Council will routinely make available and explains how it can be accessed (either by the Parish Council website or hard copy).

Charges

Information is available **free of charge** from the website www.steyningpc.gov.uk

Should hard copies be required Steyning Parish Council may charge costs to recover disbursements for example photocopying and postage and these charges are detailed below. Anyone requesting hard copies of documents will be notified of any charge and be asked to pay before any information is supplied.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per A4 sheet (black and white)	Actual cost to the Parish Council
Disbursement Cost	Postage	Actual cost of standard 2 nd class post via Royal Mail

Classes of Information

The information held by Steyning Parish Council is recorded under the following classes of information:

- Class 1** **Who we are and what we do**
- Class 2** **What we spend and how we spend it**
- Class 3** **What our priorities are and how we are doing**
- Class 4** **How we make decisions**
- Class 5** **Our Policies and Procedures**
- Class 6** **Lists and Registers**
- Class 7** **The Services we offer**

Contact Information

Contact details: John Fullbrook (Clerk) Steyning Parish Council, The Steyning Centre, Fletchers Croft,
Steyning, West Sussex BN44 3XL

Telephone: 01903 812042

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Website: www.steyningpc.gov.uk

Information to be published

Class 1 – Who we are and what we do

Information	Hard Copy	Website
Who's who on the council and it's committees	✓	✓
Contact details for the Parish Clerk and Council Members	✓	✓
Location of main council office and accessibility details	✓	✓
Staffing Structure	✓	✓
Pay Multiple details	✓	✓

Class 2 – What we spend and how we spend it

Information	Hard Copy	Website
Annual Return and Report from External Auditor	✓	✓
Finalised SPC budget	✓	✓
Precept	✓	✓
Financial Regulations	✓	✓
Standing Orders	✓	✓
Grants given and received	✓	✓
Monthly Payment Lists	✓	✓
Monthly Expenditure Exceeding £500 Lists	✓	✓
List of contracts awarded and value of contract	✓	✓
Invitation to Contract Tender documents	✓	✓
Waste Contracts information	✓	✓
Members allowances and expenses	✓	

Class 3 – What our priorities are and how we are doing

Information	Hard Copy	Website
Steyning Neighbourhood Plan	✓	✓
Annual Report to Parish	✓	✓
SPC Strategic Plan {inc. Mission Statement}	✓	✓
SPC Business and Financial Plan	✓	✓
SPC Action Plan	✓	✓
Most Recent Internal Audit Report	✓	✓
SPC Youth Service Provider Termly Reports	✓	✓
SPC Wardens Reports - monthly	✓	✓

Class 4 – How we make decisions

Information	Hard Copy	Website
Timetable of SPC Meetings	✓	✓
Agendas of SPC meetings	✓	✓
Minutes of SPC meetings (unless properly regarded as confidential)	✓	✓
SPC Working Party Notes	✓	✓
Reports presented to council meetings	✓	✓
Responses to consultation papers	✓	
Responses to SPC planning applications	✓	✓

Class 5 – Our policies and procedures

Information	Hard Copy	Website
Procedural SPC standing orders	✓	✓
Steining PC Scheme of Delegation {Terms of Reference for Committees}	✓	✓
Delegated authority in respect of officers	✓	✓
SPC Code of Conduct	✓	✓
SPC Equality and Diversity Policy	✓	✓
SPC Health and Safety Policy	✓	✓
SPC Recruitment Policy	✓	✓
SPC Policies and Procedures for handling requests for information	✓	✓
SPC Complaints Procedure	✓	✓
SPC Dispensation Scheme	✓	✓
Data Breach Notification policy (GDPR)	✓	✓
SPC Data Protection Policy (GDPR)	✓	✓
Schedule of charges for the publication of information	✓	✓
SPC Document retention and Disposal Policy	✓	✓
SPC Privacy Notice GDPR	✓	✓
SPC Subject Access Request Policy	✓	✓
SPC CCTV Policy and Code of Practice	✓	✓
SPC FOI Policy and Code of Practice	✓	✓
SPC Dignity at Work Policy	✓	✓
SPC Email Policy	✓	✓
SPC Unacceptable behaviour Policy	✓	✓
Overarching Protocol for Councillors conduct	✓	✓
SPC Communications Protocol	✓	✓
SPC Social Media Policy	✓	✓
SPC Community Engagement Policy	✓	✓
SPC Grant Awarding Policy	✓	✓
SPC Training Statement of intent	✓	✓
SPC Memorial Seat Policy	✓	✓
SPC Hiring Agreement	✓	✓
SPC Staff Grievance Policy	✓	✓

SPC Staff Discipline Policy	✓	✓
SPC Risk Assessment {Covering all functions}	✓	✓

Class 6 – Lists and Registers

Information	Hard Copy	Website
Asset Register	✓	✓
Land Register	✓	✓
Register of Members Interests	✓	✓
Register of Gifts and Hospitality	✓	✓
Conservation Area Character Assessment List	✓	✓

Class 7 – Services we offer

Information	Hard Copy	Website
Play areas and recreational facilities	✓	✓
Open Air Gym	✓	✓
Seating and Litter Bins	✓	✓
Sports pitches and Changing rooms	✓	✓
Bus Shelter and Public Convenience locations and opening times	✓	✓
Allotments	✓	✓
Street Cleaning – Areas Covered	✓	
Grit Bin Locations {Steyping Winter Maintenance Plan}	✓	✓
Tree Survey Report	✓	

Agreed by SPC Full Council on the 16th June 2025