



Southam Parish Council

Publication Scheme

Information available from Southam Parish Council under the Information Commissioner Office's model publication scheme. Information will be provided in hard copy or email format within 21 days of receipt of request where the information is requested in hard copy or email format. Please see Schedule of Charges below for cost of providing information.

Information available	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, locations and contacts)	Hard copy or email from the Clerk. Website southam-pc.gov.uk
Who's who on the Council and its Committees	Hard copy or email from the Clerk. Website southam-pc.gov.uk
Contact details for Parish Clerk and Council Members	Hard copy or email from the Clerk. Website southam-pc.gov.uk
Location of Council Office and times of opening	Not applicable
Staffing Structure	Not applicable

Information available	How the information can be obtained
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and audit) Current and previous financial year as a minimum	Hard copy or email from the Clerk. Website southam-pc.gov.uk

Annual return form (AGAR) and report by internal auditors (and external auditors where applicable)	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i>
Finalised budget The budget for the year ahead is approved by Council in January each year	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i>
Precept	Hard copy or email from the Clerk
Borrowing approval letter	Not applicable
Standing Orders and Financial Regulations	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i>
Grants given and received	Hard copy or email from the Clerk
List of current contracts awarded and value of contract	Hard copy from the Clerk (subject to commercial confidentiality)
Annual summary statement of Councillors' Allowances (where applicable), expenses and reimbursements	Hard copy from the Clerk, where applicable

Information available	How the information can be obtained
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i>
Parish Plan Published in April 2013 and updated in 2017 following consultation with local residents	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i>
Annual Report to May Parish Meeting. Chair's Statement	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i>
Local charters drawn up in accordance with DCLG guidelines	Website <i>southam-pc.gov.uk</i> , where applicable

Information available	How the information can be obtained
Class 4 – How we make decisions Decision making processes and records of decisions (Current and previous year)	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i> (Minutes)
Timetable of meetings (Council, Annual Council Meeting, Annual Parish Meeting)	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i> (Meetings)

Agendas of Meetings (as above)	Hard copy or email from the Clerk. Website southam-pc.gov.uk
Minutes of meetings (as above) Excluding information properly regarded as private to the meeting	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Minutes)
Reports presented to Council meetings Excluding information properly regarded as private to the meeting	Hard copy or email from the Clerk.
Responses to consultation papers	Hard copy or email from the Clerk.
Responses to planning applications	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Minutes)

Information available	How the information can be obtained
Class 5 – Our policies and procedures Written protocols, policies and procedures for delivering our services and responsibilities (Current information only)	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Policies)
Policies and procedures for the conduct of council business	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Policies)
Procedural Standing Orders	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Policies)
Committee and sub-committee terms of reference (where applicable)	Hard copy or email from the Clerk. Website southam-pc.gov.uk
Delegated authority in respect of officers	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Policies)
Code of Members' Conduct	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Policies)
Policies and procedures for the provision of services and about the employment of staff	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Policies)
Internal policies relating to the delivery of services	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Policies)
Policies and procedures for managing requests for information	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Policies)
Schedule of charges for the publication of information	Part of this document – see below
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or email from the Clerk. Website southam-pc.gov.uk (Policies)

Data protection policies	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i> (Policies)
Records management policies (records retention, destruction and archive)	Hard copy or email from the Clerk

Information available	How the information can be obtained
Class 6 – Lists and Registers – currently maintained lists and registers only	Hard copy or email from the Clerk NB Some information available only by inspection
Asset Register	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i> (Policies)
Register of Members' Interests. All Members register their personal interests when joining the Council or upon re-election and are required to keep their register updated	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i> (Councillors)
Register of gifts and hospitality received	Hard copy or email from the Clerk (where applicable)

Information available	How the information can be obtained
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i> NB Some information available only by inspection
Social Media – Facebook page	Actively updated
Seating, litter bins, noticeboards etc	Hard copy or email from the Clerk.
VAS equipment for monitoring of traffic speed	Hard copy or email from the Clerk.

Additional information Any information not itemised in the lists above	Hard copy or email from the Clerk. Website <i>southam-pc.gov.uk</i>
--	--

SCHEDULE OF CHARGES

Disbursement cost:	Photocopying @ 20p per sheet (B&W) Based on computer printing
	Photocopying @ 90p per sheet (Colour) Based on computer printing
Postage:	Actual cost of Royal Mail 2nd class
Statutory fee:	In accordance with the relevant legislation
Method of payment	For settlement prior to supply of documents (A pro-forma invoice will be provided)

CLERK'S CONTACT DETAILS

Email: clerk@southam-pc.gov.uk

Reviewed and adopted March 2026

Next due for review March 2027