



SEAVINGTON PARISH COUNCIL

Clerk to the Parish **Sue Doble**
E-Mail: clerk@seavingtonparishcouncil.gov.uk

Publication Scheme (ICO Model Scheme Compliance)

Clerk: Mrs Sue Doble

Email: clerk@seavingtonparishcouncil.gov.uk

Introduction

This Publication Scheme commits Seavington Parish Council to make certain information routinely available to the public. It follows the Information Commissioner's Office (ICO) Model Publication Scheme for Parish Councils.

Information is available through the Council website, by request from the Clerk, or by inspection where appropriate.

Classes of Information

Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts)

This section covers current organisational information.

Information	Availability
Parish Council website	www.seavingtonparishcouncil.gov.uk
List of councillors and committees	Website / Clerk
Contact details for Clerk and councillors	Website / Clerk
Council meeting venue	Parish meeting locations as published
Staffing structure	Clerk only employee

Class 2 – What we spend and how we spend it

(Financial information relating to income, expenditure, procurement and audit)

This includes current and previous financial year information as a minimum.

Information	Availability
Annual return (AGAR) and external auditor report	Website / Clerk
Budget and precept information	Clerk
Financial Standing Orders and Regulations	Website / Clerk
Grants received and awarded	Clerk
Contracts awarded and contract values	Clerk
Borrowing approvals	Not applicable
Members' allowances and expenses	Not applicable

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

(Strategies, plans, performance and reviews)

Information	Availability
Parish Plan	Not held
Annual Report to Parish Meeting	Website / Clerk
Quality status	Not applicable
Local charters	Not applicable

Class 4 – How we make decisions

(Decision-making processes and records of decisions)

Information	Availability
Council and committee meeting timetable	Website / Clerk
Agendas	Website / Clerk / Notice Boards
Minutes (excluding confidential items)	Website / Clerk / Notice Boards
Reports presented to Council	Clerk
Planning application responses (via minutes)	Website / Clerk
Consultation responses	Not applicable
Bye-laws	Not applicable

Class 5 – Policies and procedures

(Current written policies, procedures and protocols)

This includes how the Council operates and delivers services.

Information	Availability
Standing Orders	Website / Clerk
Financial Regulations	Website / Clerk
Code of Conduct	Website / Clerk

Information	Availability
Complaints procedure	Website / Clerk
Information security policy	Website / Clerk
Records management and retention policy	Website / Clerk
Data protection policies (GDPR)	Website / Clerk

Class 6 – Lists and Registers

(Information held in registers and lists)

Information	Availability
Assets register	Website / Clerk
Register of members' interests	Website / Clerk
Register of gifts and hospitality	Not held
Disclosure log (FOI responses)	Not held
Other public registers	Clerk (inspection where applicable)

Class 7 – Services we offer

(Information about services provided by the Council)

Service	Availability
Seating, litter bins, memorials, lighting	Clerk
Allotments	Not applicable
Burial grounds	Not applicable
Community facilities	Not applicable
Parks and recreation	Parish assets via Clerk
Bus shelters	Not applicable
Markets	Not applicable
Public conveniences	Not applicable
Agency services	Not applicable
Fees and charges schedule	Clerk

Exempt Information

Certain information is not available under this scheme, including:

- Personal data relating to councillors (beyond statutory disclosures)
- Personal data relating to employees
- Commercially sensitive tender and supplier information

This is in accordance with the Data Protection Act 2018 and UK GDPR.

Access to Information

Information can be obtained:

- On the Parish Council website
 - By request to the Clerk
 - By inspection (by appointment where necessary)
 - At Parish Council meetings where appropriate
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Charging Policy

Information is normally provided free of charge where it can be accessed electronically or inspected.

Where costs are incurred, charges may apply:

Type	Charge
Photocopying (black & white A4)	10p per sheet
Photocopying (colour A4)	15p per sheet
Postage	Actual Royal Mail 2nd class cost

Charges will be advised in advance where applicable.

Date Adopted	19 th May 2026
Next Review Date	Annually in May