

Almeley Parish Council Publication Scheme

| Information to be published | How the information can be obtained | Cost |
|--|---|------------------------------|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) | | |
| Who's who on the Council and its Committees | Parish Council Clerk (hard copy)/ Website | 10 pence per sheet/F.O.C. |
| Contact details for Clerk and Council members | Website/Parish Magazine | F.O.C. |
| Location of main Council Office and accessibility details | Post: c/o Parish Clerk, Hadleigh, Bishops Frome, Worcester, WR6 5AP. | |
| Acting Parish Council Clerk and RFO | Website/Notice Boards | F.O.C. |
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | | |
| Annual return form and report by auditor | From the Clerk or on the Website | 10 pence per sheet/F.O.C. |
| Finalised budget | From the Clerk or on the Website | £5.00/F.O.C. |
| Precept | From the Clerk or on the Website | 10 pence per sheet/F.O.C. |
| Financial Standing Orders and Regulations | From the Clerk or on the Website | 10 pence per sheet/F.O.C. |
| Grants given and received | From the Clerk or on the Website | 10 pence per sheet/F.O.C. |
| | | |

| | | |
|--|---|---------------------------|
| List of current contracts awarded and value of contract | From the Clerk or on the Website | 10 pence per sheet/F.O.C. |
| Members' allowances and expenses | From the Clerk or on the Website | 10 pence per sheet/F.O.C. |
| | | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Community Plan | From the Clerk or on the Website | 10 pence per sheet/F.O.C. |
| | | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings | From the Clerk/Parish Notice Boards (Hard copy and/or website) | 10 pence per sheet |
| Agendas of meetings (as above) | From the Clerk/Parish Notice Boards/ or on the Website | 10 pence per sheet/F.O.C. |
| Minutes of meetings – NB: this will exclude information that is properly regarded as private to the meeting | From the Clerk or on the Website | 10 pence per sheet/F.O.C. |
| Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting | From the Clerk | 10 pence per sheet |
| Responses to consultation papers | From the Clerk or on the Website | 10 pence per sheet/F.O.C. |
| Responses to planning applications | From the Clerk or Herefordshire Council website | 10 pence per sheet/F.O.C. |
| Bye-laws | N/A | N/A |
| | | |

| | | |
|--|--|---------------------------|
| | | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | From the Clerk or on the Website | 10 pence per sheet/F.O.C. |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Standard NALC approved models | 10 pence per sheet |
| Information security policy | As per Herefordshire Council See their Web Site | F.O.C. |
| Records management policies (records retention, destruction and archive) | As per Herefordshire Council See their Web Site | F.O.C. |
| Data protection policies | National Register | 10 pence per sheet |
| Schedule of charges (for the publication of information) | From the Clerk | 10 pence per sheet |
| | | |
| | | |

| | | |
|--|--|---------------------------|
| Class 6 – Lists and Registers Currently maintained lists and registers only | From the Clerk (hard copy or website; some information may only be available by inspection) | 10 pence per sheet |
| Any publicly available register or list | From the Clerk | 10 pence per sheet |
| Assets Register | From the Clerk (Hard copy or email) | 10 pence per sheet |
| Disclosure log | From the Clerk | 10 pence per sheet |
| Register of members' interests | From the Clerk or Herefordshire Council's Website | 10 pence per sheet/F.O.C. |
| Register of gifts and hospitality | From the Clerk or Herefordshire Council's Website | 10 pence per sheet/F.O.C. |
| | | |
| 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 and/or website NB: some information may only be available by inspection) | 10 pence per sheet |
| Allotments | N/A | |
| Community centres and village halls | | |
| Recreational Field/Play Area | N/A | |
| Seating, litter bins | From the Clerk | 10 pence per sheet |
| Bus shelters | N/A | 10 pence per sheet |
| Markets | N/A | |

Contact details: The Clerk, Almeley Parish Council, Hadleigh, Bishops Frome, Worcester, WR6 5AP
 Tel: 07833733297
 Email: apcclerk@gmail.com

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost 10p* |
| | Photocopying @ 25p per sheet (colour) | Actual cost 25p* |
| | Email | F.O.C. |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation |
| | | |

* The actual cost incurred by the public authority

Signed Parish Council Chairman – Mrs Liz Tucker.....

Parish Council Clerk/RFO – Mrs Emma Thomas.....Dated: 14 March 2018 – Item 6.2