

**Almeley Parish Council**  
**Publication Scheme – Reviewed 8<sup>th</sup> May 2019; 5<sup>th</sup> May 2021 and 11<sup>th</sup> May 2022**

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (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.
<b>Class 2 – What we spend and how we spend it</b> (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.
<b>Class 3 – What our priorities are and how we are doing</b> (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.
<b>Class 4 – How we make decisions</b> (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

<b>Class 5 – Our policies and procedures</b> (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

<b>Class 6 – Lists and Registers</b> 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.
<b>Class 7 – The services we offer</b> (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**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		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