



PUBLICATION SCHEME

Adopted at the Parish Council Meeting of the TBC.

The Freedom of Information Act requires every public authority to have a publication scheme and to publish information covered by the scheme.

This scheme sets out Hartlebury Parish Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy (**H**) or is also available on the Parish Council's website (**W**) in the table.

The Council's charges for producing printed copies of this information are published at the foot of this document.

The same information can be requested by phone, email or post from the Parish Clerk.

Class 1 Information – Who we are and what we do.

(Current information only)

| | | |
|-----|---|--------------|
| 1.1 | Contact details for the Parish Clerk and Council members | W |
| 1.2 | Details of the Council's structure | W |
| 1.3 | Location of the Council's office and accessibility arrangements | n/a |
| 1.4 | The Council's staffing structure | Clerk |

Class 2 Information – What we spend and how we spend it

(Current and previous financial year only)

| | | |
|-----|---|----------|
| 2.1 | Annual return form and report by Auditor | W |
| 2.2 | Finalised budget | W |
| 2.3 | Precept | W |
| 2.4 | Financial Regulations | W |
| 2.5 | Grants given and received | W |
| 2.6 | List and value of current contracts awarded | H |
| 2.7 | Members allowances and expenses | H |

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

(Current and previous financial year only)

| | | |
|-----|---------------------------------|----------|
| 3.1 | Report to Annual Parish Meeting | W |
| 3.2 | Published Annual Reports | W |
| 3.3 | Parish Plan | W |

Class 4 Information – How we make decisions

(Current and previous financial year)

| | | |
|-----|---|------------|
| 4.1 | Timetable of all Council and Committee meetings | W |
| 4.2 | Agendas of meetings | W |
| 4.3 | Minutes of meetings | W |
| 4.4 | Reports presented to Council meetings | W |
| 4.5 | Responses to consultation papers | W |
| 4.6 | Responses to planning applications | W |
| 4.7 | Bye Laws | n/a |

Class 5 Information – Our policies and procedures

(Current information only)

| | | |
|------|--|---|
| 5.1 | Procedural Standing Orders | W |
| 5.2 | Committee & Working Group Terms of Reference | W |
| 5.3 | Delegated Authority within Council minutes | W |
| 5.4 | Councillors' Code of Conduct | W |
| 5.5 | Equality Opportunity Policy | W |
| 5.6 | Complaints Procedure | W |
| 5.7 | Freedom of Information Policy | W |
| 5.8 | Grants Policy | W |
| 5.9 | Policy for Dealing with Vexatious or Repeated Requests for Information | W |
| 5.10 | Safeguarding Children & Vulnerable Adults Policy | W |

Class 6 Information – Lists and Registers

(Current information only)

| | | |
|-----|---|---|
| 6.1 | Council Asset Register | W |
| 6.2 | Register of Members Disclosable Pecuniary Interests | H |
| 6.3 | Register of Gifts and Hospitality | H |

Class 7 Information – Services we offer

(Current information only)

| | |
|-----|----------------|
| 7.1 | Allotments |
| 7.2 | Playing Fields |
| 7.3 | Benches |
| 7.4 | Litter Bins |
| 7.5 | Notice Boards |

Charges which may be made for information published under this scheme

Material which is published and accessed on the Council's website is free of charge.

The following charges may be made for the following actual disbursements:

- printing – 5p per sheet (black & white), 10p per sheet (colour)
- postage – actual cost of postage
- packaging – 5p (DL envelope), 10p (A5 envelope), 20p (A4 or larger envelope)
- publications – actual cost of purchase
- costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Further information is available from:

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