

# CHURCHILL AND BLAKEDOWN PARISH COUNCIL

## PUBLICATION SCHEME

### INTRODUCTION

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

Information available from Churchill & Blakedown Parish Council under the publication scheme:-

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b>		
Who's who on the Council and its Committees	Hard copy, notice board and Website	Hard copy – see charges below. Others -free
Contact details for Parish Clerk and Council Members	Hard copy, notice board and Website	
Location of main Council office and accessibility details	Hard copy, notice board and Website	

<b>Class 2 – what we spend and how we spend it</b>		
Annual Report Form and report by auditor- previous financial year	Hard copy and website	Hard copy – see charges below. Others -free
Finalised budget – Current and previous financial year	Hard copy	
Precept – Current and previous financial year	Hard copy	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received – Current and previous financial year	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members allowances and expenses	Hard copy	

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<b>Class 3 – What are our priorities are and how we are doing</b>		
Annual Report to Parish Meeting (current and previous year)	Hard copy and website	Hard copy - see charges below. Other - free
Neighbourhood Plan	Hard copy and website	
Quality Status	Hard copy	

<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committees/sub-committee meetings and parish meetings) – current and previous council year	Hard copy, notice board for current year, website	Hard copy – see charges below. Other -free
Agenda of meetings – current and previous Council year	Hard copy, website	
Minutes of meetings – current and previous Council year	Hard copy, website	
Reports presented to meetings – Current and previous Council year	Hard copy	
Responses to Consultation Papers	Hard copy	
Responses to Planning Applications	Hard copy	

<b>Class 5 – Our Policies and Procedures</b>		
Policies and procedures for the conduct of Council business Procedural standing orders Delegated authority in respect of Officers Code of Conduct Policy Statements	Hard copy	Hard copy – see charges below.
Policies and procedures for the provision of services and about the employment of staff Policies and procedures for handling requests for information	Hard copy	

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Complaints procedures (including those covering requests for information and the operation of the publication scheme)		
Schedule of charges for the publication of information	Hard copy	
<b>Class 6 – Lists and Registers</b>		
Assets Register	Hard copy	See charges below
Register of Members interests	Wyre Forest DC	
Register of gifts and hospitality	Wyre Forest DC	
<b>Class 7 – The services we offer</b>		
Bus shelters	Hard copy	See charges below

### **Contact details:**

Louise Sahota, Clerk to Churchill & Blakedown Parish Council  
18 Winds Point, Hagley, DY9 0PN

Tel: 07828-335949 or email [clerk@churchillandblakedown-pc.gov.uk](mailto:clerk@churchillandblakedown-pc.gov.uk)

### **SCHEDULE OF CHARGES**

This describes how the charges have been made and is published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement Cost	Photocopying @5p per sheet (black and white)	Actual cost
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation