

CHURCHILL AND BLAKEDOWN PARISH COUNCIL

PUBLICATION SCHEME

(in conjunction with guidance from the Information Commissioner's Office)

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 is as follows:-

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy from Clerk, and Website	Hard copy – see charges below. Website – free.
Details of representation on local bodies	Hard copy from Clerk, and Website	
Contact details for Parish Clerk and Council Members	Hard copy from Clerk, and Website	
Location of main Council office and accessibility details	Hard copy from Clerk, and Website	
Staffing structure	Hard copy from Clerk, and website	
Class 2 – what we spend and how we spend it		
Annual Report Form and report by auditor - current and previous council year	Hard copy from Clerk, and website	Hard copy – see charges below. Website – free.
Finalized budget - current and previous council year	Hard copy from Clerk, and website	
Precept - current and previous council year	Hard copy from Clerk, and website	

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Standing Orders and Financial Regulations - current and previous council year	Hard copy from Clerk, and website	
Grants given and received	Hard copy from Clerk	
List of current contracts awarded and value of contract – Grass Cutting & Bin Emptying Contracts	Hard copy from Clerk	
Members allowances and expenses	Hard copy from Clerk	
Borrowing approval letter	n/a	

Class 3 – What are our priorities are and how we are doing		
Annual Governance & Accountability Return	Hard copy from Clerk, and website	Hard copy – see charges below. Website – free.
Annual Report to Community and Parish Meeting - current and previous council year		
Neighbourhood Plan		
Quality Status	n/a	

Class 4 – How we make decisions		
Timetable of meetings (Council, any committees/sub-committee meetings and parish meetings) – current and previous council year	Hard copy from Clerk, notice board for current year, website	Hard copy – see charges below.
Agenda of meetings – current and previous Council year	Hard copy from Clerk, website	Website – free.
Minutes of meetings – current and previous Council year. Excludes material that is properly considered to be exempt from disclosure.	Hard copy from Clerk, website	Noticeboard - free.

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Reports presented to meetings – Current and previous Council year. Excludes material that is properly considered to be exempt from disclosure.	Hard copy from Clerk, website	Parish Magazine – fee not governed by Parish Council
Responses to Consultation Papers	Hard copy from Clerk	
Responses to Planning Applications	Hard copy from Clerk, Parish magazine	
Bye Laws	n/a	

Class 5 – Our Policies and Procedures		
Procedural standing orders Scheme of delegation Councillors Code of Conduct	Hard copy from Clerk, and website	Hard copy – see charges below. Website – free.
Finance Policies		
Asset Register	Hard copy from Clerk	
Risk Management Schedule	Hard copy from Clerk	
Reserves Statement	Hard copy from Clerk	
Annual Governance Accounting Statements	Hard copy from Clerk	
Administration		
Data Protection Policy Document Retention Policy IT Policy Grant Awarding Policy	Hard copy from Clerk, and Website	

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Reserves Policy		
Operational		
Biodiversity Policy	Hard copy from Clerk, and Website	

Class 6 – Lists and Registers		
Assets Register	Hard copy from Clerk	Hard copy – see charges below.
Register of Members interests	Hard copy from Clerk, and Website	Hard copy – see charges below.
Register of gifts and hospitality	Hard copy from Clerk, and Website	Website – free.

Class 7 – The services we offer		
Village car park	Hard copy from Clerk	Hard copy – see charges below.
EV charging facility x 2 spaces	Hard copy from Clerk	
Seating, bins, lighting	Hard copy from Clerk	
War Memorial	Hard copy from Clerk	

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Contact Details		
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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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 nd class
Statutory Fee		In accordance with the relevant legislation