

## All Saints Parish Council – PUBLICATION SCHEME POLICY

The purpose of this document is to be a statement of what classes of information are routinely available. **This publication scheme was adopted by All Saints Parish Council on 13<sup>th</sup> May 2019 at the ordinary meeting of the Parish Council (minute entry: AM20/19h)**

In some cases, a class of information includes items which are excluded from publication. Where that is the case, the reasons behind the decision to exclude have been clearly stated. In addition, general correspondence sent or received by the council is excluded, as is all information relating to private individuals by virtue of that information being personal data, as defined by the **Data Protection Act 2018 / General Data Protection Regulation 2016/679**

In certain classes, a limitation on the age of some documentation has also been stipulated.

For the avoidance of doubt, this does not mean that information beyond that date cannot be obtained; it simply indicates that it is not available as a matter of course within the scope and limitations of this publication scheme.

REASONABLE CHARGES MAY BE RAISED FOR THE PROVISION OF COPIES OF DOCUMENTS/INFORMATION LISTED HEREIN.  
PAYMENT WILL BE REQUIRED PRIOR TO THE RELEASE OF REQUESTED INFORMATION IN LINE WITH SCALE CHARGES SHOWN.

Information to be published	How information can be obtained	Cost/charges
<p><b>Class 1 – who we are and what we do</b></p> <p>Organisational information, structures, locations and contacts</p> <p><b>This is current information only.</b></p>	<p><b>All available information mentioned below can be obtained from the proper officer (clerk)</b></p> <p><b>Website, where mentioned, is:</b> <a href="http://www.Aspc.org.uk">www.Aspc.org.uk</a></p>	<p><b>All charges shown exclude a standard search fee as detailed below.</b></p>
<p><b>Contact details for proper officer (clerk) and council members</b> Paul Hayward / 07711 929227 / Aspc.clerk@gmail.com</p> <p><b>Location of Main Council Office and accessibility details:</b> c/o Plumtree, Old North Street, Axminster, EX13 5QF</p> <p><b>Staffing Structure:</b> All Saints Parish Council employs one part-time officer.</p>	<p>Hard copy, via email or via website</p> <p>Councillors contact details on website/noticeboards</p>	<p>£0.10 per page + pp.</p>
<p>Terms/contracts of employment</p> <p>Job description for clerk</p> <p><b>(excludes "personal employee records")</b></p>	<p>Hard copy, via email</p>	<p>£0.10 per page + pp.</p>

<b>Class 2 – What we spend and how we spend it</b>		
All Saints Parish accounts: financial information relating to projected and procurement, contracts and financial audits; current and previous financial year as a requirement of the Transparency Code		
Annual return form (AGAR), governance & accounting statements and auditors' report	Hard copy, via email or via website	£0.10 per page + pp.
Finalised approved budget for current financial year	Hard copy, via email or via website	£0.10 per page + pp.
Precept demand to billing authority – recorded in minutes	Hard copy, via email or via website	£0.10 per page + pp.
Adopted Financial Regulations	Hard copy, via email or via website	£0.10 per page + pp.
Grants received and given – recorded in minutes	Hard copy, via email or via website	£0.10 per page + pp.
Items of expenditure over £100 – current and previous financial year	Hard copy, via email or via website	£0.10 per page + pp.
Members' allowances and expenses incl. Chairman's Allowance	Hard copy, via email or via website	£0.10 per page + pp.
<b>Class 3 – What the council's priorities are and how we are doing</b>		
Strategies, performance indicators, audits, inspections, reviews		
Council's aims and priorities statement	Hard copy, via email	£0.10 per page + pp.
Neighbourhood Plan Survey	Hard copy, via email or via website	£0.10 per page + pp.
Chairman's annual report to the council (current and previous year)	Hard copy, via email or via website	£0.10 per page + pp.
Foundation award status	Hard copy, via email or via website	£0.10 per page + pp.
Transparency Code conformance statement	Hard copy, via email or via website	£0.10 per page + pp.
<b>Class 4 – How we make decisions</b>		
Decision-making process and records of decisions		
Timetable of meetings for current year	Hard copy, via email, parish noticeboards or via	£0.10 per page + pp.
Agenda for next scheduled meeting (within publication parameters)	Hard copy, via email, parish noticeboards or via	£0.10 per page + pp.
Agendas of previous meetings of the Parish Council	Hard copy, via email	£0.10 per page + pp.
Minutes of meetings – excluding information that is properly regarded as confidential	Hard copy, via email or via website	£0.10 per page + pp.
Reports presented to the council	Hard copy, via email	£0.10 per page + pp.
Responses to planning applications and consultation papers	Hard copy, via email	£0.10 per page + pp.

<b>Class 5 – Council policies and procedures</b>		
Current written and adopted policies and procedures governing council business	Hard copy, via Email or some via website	£0.10 per page + pp.
Standing Orders	as above	as above
Financial Regulations	as above	as above
Delegation Policy	as above	as above
Disciplinary and Grievance Policy	as above	as above
Complaints Procedure Policy	as above	as above
Health and Safety Policy	as above	as above
Risk Assessment Policy	as above	as above
Grant Application and Award Policy	as above	as above
Statement of Community Engagement	as above	as above
Annual Review of Internal Financial Controls	as above	as above
Members' Code of Conduct	as above	as above
Publication Scheme Policy	as above	as above
<b>Class 6 – List and registers</b>		
Currently maintained lists only:		
Information relating to electoral reviews of the parish	East Devon District Council	p.o.a.
Information relating to Boundary Commission reviews of the parish	Devon County Council	p.o.a.
Any publicly available register or list	East Devon District/Devon County Councils	p.o.a.
All Saints Parish Council asset register	Hard copy, via email	£0.10 per page + pp.
Disclosure log (indicating requests received/information disclosed)	Hard copy, via email	£0.10 per page + pp.
Members' declarations of acceptance of office	Hard copy, via email	£0.10 per page + pp.
Register of members' interests	Hard copy, via email or via website	£0.10 per page + pp.
Register of gifts and hospitality	Hard copy, via email	£0.10 per page + pp.
<b>Class 7 – Services we offer</b>		
Current information only:		
Village Hall	Please refer to Village Hall Trustees	
Seating and amenities	Hard copy, via email	£0.10 per page + pp.
Summary of services where Parish Council co-operates with other authorities	Hard copy, via email	£0.10 per page + pp.
<b>Any other information not detailed above</b>	Hard copy, via email	p.o.a.

**Contact details: Parish Clerk – Paul Hayward, Old North Street, Axminster, EX13 5QF – 07711 929227 – [aspc.clerk@gmail.com](mailto:aspc.clerk@gmail.com)**

### Schedule of charges

This describes how any charges have been arrived at and is included here as part of this publication scheme.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>JUSTIFICATION</b>
Disbursement charge	Photocopying/printing/scanning in MONO (B&W) £0.10 per sheet <b>All requests for information are subject to a flat-rate access fee of £5 per subject/item</b>	<i>Actual cost incurred by Parish Council To cover cost incurred by Parish Council</i>
Statutory fees	2nd-class postage – dependent on items requested (subject to size/weight of envelope)	<i>Actual cost incurred by Parish Council In accordance with relevant legislation</i>

This document is based on the **TEMPLATE GUIDE TO INFORMATION FOR PARISH COUNCILS** accessed through **WWW.IC0.GOV.UK**

**This publication scheme was adopted by All Saints Parish Council on 13<sup>th</sup> May 2019 at the Annual meeting of the Parish Council (minute entry: AM20/19h), and MUST be reviewed periodically, but not less than bi-annually, in order to be reviewed and readopted at the following annual meeting.**