

# **ALREWAS PARISH COUNCIL**

## **PUBLICATION SCHEME**

### **1 Introduction**

Under the Freedom of Information Act, Alrewas Parish Council has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.) and
- Whether or not a charge is made for such information

This Publication Scheme is based on the Model Publication Scheme published by the Information Commissioner, to ensure that the Parish Council meets its responsibilities.

### **2 Purpose**

The purpose of the Alrewas Parish Council Publication Scheme is to let everyone know what information will be automatically or routinely published by Alrewas Parish Council, to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from Alrewas Parish Council by individual request, under the Freedom of Information Act and the Data Protection Act, however as many requests are for routine information, this Policy should assist the public in quickly and efficiently locating what they require.

If there is any information required that does not appear in our Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

#### **Alrewas Parish Council**

**Clerk: Mrs Donna Moss**

**Address: c/o Royal British Legion Club,  
58 Rykneld Street, Alrewas, DE13 7AX**

**Email: [clerk@alrewasparishcouncil.org.uk](mailto:clerk@alrewasparishcouncil.org.uk)**

## **Obtaining Information**

Much of the information listed in our Publication Scheme is supplied free of charge and can be downloaded from our website at [www.alrewasparishcouncil.org.uk](http://www.alrewasparishcouncil.org.uk) where this is the case, the appropriate link is shown. Where information is available only in paper format, this is stated within our Scheme below and can be viewed by appointment with the Parish Council Clerk.

## **Information not contained within the scheme and exemptions**

Although the Freedom of Information Act creates a general right of access to information, it also sets out information that we do not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of Alrewas Parish Council, our staff, systems, services or property.

If information is requested but is covered by an exemption, the Clerk to Alrewas Parish Council will tell the applicant in writing why the Parish Council has turned down the request, quoting any relevant exemptions.

If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Parish Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI requests. They can be contacted by the following link: [www.ico.gov.uk](http://www.ico.gov.uk)

## **Charges**

Alrewas Parish Council Fees and Charges are stated at the end of our Publications Scheme

Unless otherwise stated, publications listed in our Publication Scheme are usually supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then Alrewas Parish Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

## **Management of the Alrewas Parish Council Publication Scheme**

Alrewas Parish Council is responsible for the adoption and maintenance of this Policy and our Publication Scheme.

## **Review of the Freedom of Information Policy and Publication Scheme**

An annual review of this Policy will be completed in May each year.

Information available from Alrewas Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost per photocopy
<b>Class1 - Who we are and what we do</b>		
Cllr Dave Whatton (Chair) Cllr Gail Adams (Vice Chair) Cllr Sharon Keane Cllr Elizabeth Lawler Cllr Mark Lomas Cllr Jane Reilly Cllr Richard Stephenson Cllr Michael Wilcox	Via the Parish Council Website: <a href="http://www.alrewasparishcouncil.gov.uk">www.alrewasparishcouncil.gov.uk</a>	
<b>Class 1 - Committees and Working Groups</b>		
The Parish Council has no committees  Working Groups are: Communications Environment and development Quarry Working Group Traffic Management Utilities Walkfield	Terms of Reference and membership are available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below

<p><b>Class 1 - Contact Details for the Parish Council Clerk/RFO – Main Office</b></p>	<p>Mrs Donna Moss  Alrewas Parish Council  c/o the Royal British Legion Club  58 Rykneld Street, Alrewas DE13 7AX</p> <p>E mail: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	
<p><b>Class 1 - Staffing Structure</b></p> <p>Part- time Clerk/RFO  One part time accounts Officer  One part time maintenance person</p>		
<p><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</p>	<p>Terms of Reference are available via the Parish Council website:  <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a></p> <p>Hard Copy on request to the Parish Council Clerk:  <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>

Annual return form and report by auditor	Published on the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Finalised budget	Available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Precept	Available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Borrowing Approval letter	Not applicable	

Financial Standing Orders and Regulations	Available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Grants given and received	Available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
List of current contracts awarded and value of contract	Available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Members' allowances and expenses	Not applicable – Chair's expenses approved at the Annual Meeting each year and details are in the Minutes of that meeting and in the budget available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	

<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan	Not applicable	
Neighbourhood Plan	Hard copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below

Annual Report to Parish or Community Meeting (current and previous years)	Available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Quality status –	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

<p><b>Class 4 – How we make decisions</b> Decision making process and records of decisions Current and previous Council year as a minimum.</p> <p>Alrewas Parish Council makes decisions at our monthly Parish Council Meetings.</p> <p>Monthly agendas are published on the Parish Council Notice Boards around the village and on the Parish Council Website.</p> <p>All current and past agendas and minutes are published on our website.</p>	<p>Available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>
<p>Timetable of meetings</p>	<p>Approved annually for each calendar year and available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>
<p>Agendas of meetings</p>	<p>Available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>



<p>Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meeting.</p>	<p>Available via the Parish Council website:  <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a>  Hard Copy on request to the Parish Council Clerk:  <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>
<p>Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.</p>	<p>Available via the Parish Council website:  <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a>  Hard Copy on request to the Parish Council Clerk:  <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>
<p>Responses to consultation papers</p>	<p>Available via the Parish Council website:  <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a>  Hard Copy on request to the Parish Council Clerk:  <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>
<p>Responses to planning applications</p>	<p>Recorded in Minutes available via the Parish Council website:  <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a>  Hard Copy on request to the Parish Council Clerk:  <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>

Bye-laws	Not applicable	
<p><b>Class 5 – Our policies and procedures</b>  Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)</p> <p>See full list on APC website</p>	<p>Published on the Parish Council website:  <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a>  Hard Copy on request to the Parish Council Clerk:  <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	As per Schedule of Charges below
<p>Policies and procedures for the conduct of council business:</p> <p>See full list on APC website</p>	<p>Published on the Parish Council website:  <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a>  Hard Copy on request to the Parish Council Clerk:  <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	As per Schedule of Charges below

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>See full list on APC website</p>	<p>Published on the Parish Council website:  <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a>  Hard Copy on request to the Parish Council Clerk:  <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>
<p>Records management policies (records retention, destruction and archive)</p> <p>See full list on APC website</p>	<p>Published on the Parish Council website:  <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a>  Hard Copy on request to the Parish Council Clerk:  <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>
<p>Data protection policies</p> <p>See full list on APC website</p>	<p>Published on the Parish Council website:  <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a>  Hard Copy on request to the Parish Council Clerk:  <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a></p>	<p>As per Schedule of Charges below</p>
<p>Schedule of charges (for the publication of information)</p>		<p>As per Schedule of Charges below</p>

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Acceptance of Office	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Assets Register	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable	As per Schedule of Charges below
Register of members' interests	Published by LDC and available via the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Register of gifts and hospitality	No Gifts Received	

<b>Class 7 – The services we offer</b> Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Parish Rooms	Not applicable	
Parks, playing fields and recreational facilities	Hard copy information available on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Seating, litter bins, clocks, memorials and lighting	Hard Copy information on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
Bus shelters	Hard Copy information on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	As per Schedule of Charges below

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below
<b>Class 8 - Additional Information</b>		
Risk Assessments	Published on the Parish Council website: <a href="http://www.alrewasparishcouncil.org.uk">www.alrewasparishcouncil.org.uk</a> Hard Copy on request to the Parish Council Clerk: <a href="mailto:clerk@alrewasparishcouncil.org.uk">clerk@alrewasparishcouncil.org.uk</a>	As per Schedule of Charges below

**Contact Details:**

Mrs Donna Moss (Clerk/RFO to Alrewas Parish Council,  
c/o Royal British Legion Club,  
58 Rykneld Street, Alrewas, DE13 7AX  
Email: [clerk@alrewasparishcouncil.org.uk](mailto:clerk@alrewasparishcouncil.org.uk)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 5p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

<b>Statutory Fee</b>	None applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required.	In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority

Reviewed: May 2024

Next Review: May 2025