



Ashchurch Rural Parish Council Publication Scheme

Adopted at the Parish Council Meeting on 16 December 2019

Last reviewed on 22 January 2024

Next review due in January 2025 or sooner if required

Information available from Ashchurch Rural Parish Council under the model publication scheme

The publication scheme is organised into seven classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do <i>(Organisational information, locations and contacts, constitutional and legal governance)</i> This will be current information only		
Who's who on the Parish Council and its Committees	ARPC website Hard copy	Free 10p per sheet
Contact details for Parish Clerk and Parish Council members	ARPC website Hard copy	Free 10p per sheet

Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts)</i>		
Annual return form and report by auditor	ARPC website Hard copy	Free 10p per sheet
Finalised budget	ARPC website Hard copy	Free 10p per sheet
Precept	ARPC website Hard copy	Free 10p per sheet
Financial Standing Orders and Regulations	ARPC website Hard copy	Free 10p per sheet
Grants given and received	ARPC website Hard copy	Free 10p per sheet
List of current contracts awarded and value of contract	ARPC website Hard copy	Free 10p per sheet
Members' allowances and expenses	ARPC website Hard copy	Free 10p per sheet

Class 3 – What our priorities are and how we are doing <i>(Strategy and performance information, plans, assessment, inspections and reviews)</i>		
Parish Plan	Not applicable	Not applicable
Annual Report to Parish Meeting (current and previous year as a minimum)	ARPC website Hard copy	Free 10p per sheet
Quality status: Local Council Award Scheme Foundation	ARPC website Hard copy	Free 10p per sheet
Local charters drawn up in accordance with DCLG guidelines	Not applicable	Not applicable

Class 4 – How we make decisions <i>(Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations)</i>		
Timetable of meetings (Council, committee meetings and parish meetings)	ARPC website Hard copy	Free 10p per sheet
Agendas of meetings (as above)	ARPC website Hard copy	Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting	ARPC website Hard copy	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	ARPC website Hard copy	Free 10p per sheet
Responses to consultation papers	ARPC website Hard copy	Free 10p per sheet
Responses to planning applications	ARPC website Hard copy	Free 10p per sheet
Byelaws	Not applicable	Not applicable

Class 5 – Our policies and procedures <i>(Current written protocols for delivering our functions and responsibilities)</i>		
Policies and procedures for the conduct of Parish Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct 	ARPC website Hard copy	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	ARPC website Hard copy	Free 10p per sheet
Information security policy	ARPC website Hard copy	Free 10p per sheet
Records management policies (records retention, destruction and archive)	ARPC website Hard copy	Free 10p per sheet
Data protection policies	ARPC website Hard copy	Free 10p per sheet
Schedule of charges (for the publication of information)	ARPC website Hard copy	Free 10p per sheet
Class 6 – Lists and Registers <i>(Information held in registers required by law and other lists and registers relating to the functions of the authority)</i>		
Any publicly available register or list	By appointment with the Parish Clerk	

	Hard copy if applicable	10p per sheet
Assets register	ARPC website Hard copy	Free 10p per sheet
Disclosure log	By appointment with the Parish Clerk Hard copy if applicable	10p per sheet
Register of members' interests	ARPC website Hard copy	Free 10p per sheet
Register of gifts and hospitality	ARPC website Hard copy	Free 10p per sheet

Class 7 – The services we offer <i>(Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered)</i>		
Allotments	Not applicable	Not applicable
Burial grounds and closed churchyards	Not applicable	Not applicable
Community centres and village halls	Not applicable	Not applicable
Parks, playing fields and recreational facilities	Not applicable	Not applicable
Seating, litter bins	ARPC website Hard copy	Free 10p per sheet
Bus shelters	ARPC website Hard copy	Free 10p per sheet
Markets	Not applicable	Not applicable
Public conveniences	Not applicable	Not applicable
Agency agreements	Not applicable	Not applicable

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Services for which the Parish Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	Not applicable
Additional Information As determined by the Council		
Costs Schedule Most of the information is available free of charge on the Ashchurch Rural Parish Council website. Where the document is not available online it will be supplied upon request with the following charges applicable: <ul style="list-style-type: none"> • Photocopying (Black and White) – 10p per A4 sheet • Photocopying (Colour) – 30p per A4 sheet • Postage – cost of Royal Mail standard 2nd class 		
Written Requests Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act		
Contact Details Contact the Parish Clerk for information: Email: clerk@ashchurchruralpc.org.uk Telephone: 07305 022766		