

**CLIFFORD CHAMBERS & MILCOTE PARISH
COUNCIL**

Reg. Office: Forge House, 6 School Street,
Honeybourne, WR11 7PJ
Clerk: Clerkcliffordchambers@gmail.com

PUBLICATION SCHEME

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.

The Publication Scheme is based on the ICO model for public authorities and set out Clifford Chambers & Milcote Parish Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and also on the Parish Council's website.

The Council's charges for producing printed copies of this information are published towards the end of this document.

The same information can be requested in person from the Council's Clerk at the registered office or by email.

Class 1 information – Who we are and what we do

(Current information only)

- 1.1 Contact details for the Parish Clerk and Council members
- 1.2 Details of the Council's Committee structure
- 1.3 Location of the Council's registered office
- 1.4 The Council's staffing structure

Class 2 information – What we spend and how we spend it

(Current and previous financial year only)

- 2.1 Annual return form and report by auditor
- 2.2 Finalised budget
- 2.3 Precept
- 2.5 Grants given and Received
- 2.6 List and value of current contracts awarded
- 2.7 Members allowances and expenses

Class 3 information – What our priorities are and how we are doing

(Current and previous financial year only)

- 3.1 Report to Annual Parish Meeting
- 3.2 Published Annual Reports
- 3.3 Neighbourhood Planning

Class 4 information – How we make decisions

(Current and previous financial year only)

- 4.1 Timetable all parish council meetings and committee meetings
- 4.2 Agendas of meetings
- 4.3 Minutes of meetings
- 4.5 Responses to Consultation papers
- 4.6 Responses to planning applications
- 4.7 Bye-laws

Class 5 information – Our policies and procedures

(Current information only)

- 5.1 Procedural Standing Orders
- 5.2 Committee and Working Group terms of reference
- 5.3 Delegated authority
- 5.4 Councillors Code of Conduct
- 5.5 Equality and Diversity policy
- 5.6 Health & Safety policy
- 5.7 Data Protection policy
- 5.8 Records Management policy
- 5.9 Charging policy for the publication of information
- 5.10 Complaints procedure
- 5.11 Grants procedure

Class 6 information – Lists and Registers

(Current information only)

- 6.1 Council Asset Register
- 6.2 Register of Members Disclosable Pecuniary interests
- 6.3 Register of gifts and hospitality

Class 7 information – Services we offer

(Current information only)

- 7.1 Playground
- 7.2 Benches
- 7.3 Street Lighting (if applicable)
- 7.4 Litter Bins (if applicable)
- 7.5 Notice Boards

Charges

The following charges may be made for the following actual disbursements:

Photocopying – 10p per copy black and white, 20p per copy colour

Postage – actual cost of postage

Further information is available from the Clerk: Clerkcliffordchambers@gmail.com

Reviewed and Adopted 14th March 2022

