# ErcallMagnaLogo (Custom) (2)

# **Publication Scheme**

**Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. The Parish Council resolved to adopt the Information of Commissioner’s Office Model Publication Scheme (v1.1 September 2013) at its meeting in May 2020.**

**The following guide is the current list of information under the Scheme. The guide is reviewed every 12 months.**

**Questions regarding the Publication Scheme should be directed to the Clerk.**

**Information 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:**

**The Clerk**

**www.ercallmagnaparishcouncil.gov.uk**

# Information available under the model publication scheme

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| Information to be published | How the information can be obtained | Cost |
| Class1 - Who we are and what we do(Organisational information, structures, locations and contacts) This will be current information only | Website: www.edgmondparishcouncil.co.uk |  None |
| Who’s who on the Council and its Committees | WebsiteHard copy – contact Clerk | Free |
| Contact details for Parish Clerk and Council members | WebsiteHard copy – contact Clerk | Free |
| Location of main Council office and accessibility details | WebsiteHard copy – contact Clerk | Free |
| Staffing Structure | Website |  |
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| Class 2 – What we spend and how we spend it(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)Current and previous financial year |  |  |
| Annual return form and report by auditor | WebsiteHard copy – contact Clerk | Free |

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| Finalised budget | WebsiteHard copy – contact Clerk | Free |
| Precept | WebsiteHard copy – contact Clerk | Free |
| Financial Regulations | WebsiteHard copy – contact Clerk | Free |
| Grants given and received | WebsiteHard copy – contact Clerk | Free |
| List of current contracts  | WebsiteHard copy – contact Clerk | Free |
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| Class 3 – What our priorities are and how we are doing(Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year |  |  |
| Parish / Neighbourhood Plan / Strategy | WebsiteHard copy – contact Clerk | Free |
| Annual Report to Parish Meeting | WebsiteHard copy – contact Clerk | Free |
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| Class 4 – How we make decisions(Decision making processes and records of decisions) Current and previous council year |  |  |
| Timetable of meetings | WebsiteHard copy – contact Clerk | Free |
| Agendas of meetings (as above) | WebsiteHard copy – contact Clerk | Free |

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| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | WebsiteHard copy – contact Clerk | Free |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy – contact Clerk | plus postage |
| Responses to consultation papers (as part of minutes of meeting) | WebsiteHard copy – contact Clerk | Free |
| Responses to planning applications (as part of minutes of meeting) | WebsiteHard copy – contact Clerk | Free |
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| Class 5 – Our policies and procedures(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only |  |  |
| Policies and procedures for the conduct of council business: Procedural standing ordersCode of ConductGifts and Hospitality Policy | WebsiteHard copy – contact Clerk | Free |
| Procedures for handling requests for administration, procedures and the supply of informationComplaints proceduresData Protection and Information Security Policy Information Request PolicyMedia Policy | WebsiteHard copy – contact Clerk | Free |
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| Class 6 – Lists and RegistersCurrently maintained lists and registers only |  |  |

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| Assets Register | WebsiteHard copy – contact Clerk | Free |
| Register of members’ interests | Website | Free |
| Register of Gifts and Hospitality | WebsiteHard copy – contact Clerk | Free |
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| Class 7 – The services we offer(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)Current information only |  |  |
| Available on request | Website | Free |