

# COLWICH PARISH COUNCIL



## PUBLICATIONS SCHEME POLICY Freedom of Information Act 2000

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PD008 PUBLICATIONS SCHEME POLICY  
Freedom of Information Act 2000



# Publications Scheme Policy – PD008

## Freedom of Information Act 2000

### Revision history

**This document was originally written by:**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Michael Lennon	Clerk	September 2016

**This document version was reviewed by:**

Policy Committee

**This document version was approved by:**

Full Council  
Chairman of Council A. C. Billingsley

**Document Review Schedule:**

Next Mandatory Review (Maximum 4 yearly intervals) by: September 2019

### Revision History

<b>Version</b>	<b>Issue Date</b>	<b>Document ID</b>	<b>Reason for Change</b>	<b>Section(s) Changed</b>
1		PD008-01	Initial Issue	NA
2	2	PD008-02	New Chairman	2 & 3



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## 1 General Information

**Authority:** Colwich Parish Council  
The Parish Centre  
St. Mary's Road  
Little Haywood  
Staffordshire  
ST18 0TX  
Telephone Number: 01889 882665  
E-mail: clerk@colwichparishcouncil.gov.uk  
Website: www.colwichparishcouncil.gov.uk

**Responsible Officer:** Clerk/Responsible Officer to the Council  
The Parish Centre  
St. Mary's Road  
Little Haywood  
Staffordshire  
ST18 0TX

**Maintaining Officer:** Clerk/Responsible Officer to the Council  
Borough Council:  
Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ

<b>2 Information to be Published</b>	<b>3 Methods of Publication</b>
<p><b><u>Council Structure</u></b>  Full Council consists of 14 Councillors  6 Committees:  Finance  Planning  Policy  Environment &amp; Leisure  Employment  Communications</p>	<p><b><u>Contact Names, Addresses:</u></b>  Parish Council Newsletter  Parish Council Notice Boards  Parish Council Website</p>
<p><b><u>Staffing Structure</u></b>  Parish Clerk and RFO  Deputy Clerk and Finance Officer</p>	<p><b><u>Contact Names and core 'opening hours' of the Parish Office</u></b>  Parish Council Newsletter  Parish Council Notice Boards  Parish Council Website</p>



**Colwich Parish Council**  
**PUBLICATIONS SCHEME POLICY – FOIA2000**

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Version

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<p><b><u>Council practice, procedures &amp; policies</u></b></p> <p>Full Council Meeting Dates and Agendas</p> <p>Full Council Minutes Committee Agendas and Minutes</p> <p>Acceptances of Office</p> <p>Code of Conduct Standing Orders Written Policies Staff Handbook</p>	<p>Parish Council Newsletter Parish Council Notice Boards Parish Council Website Borough Councillors and County Councillors</p> <p>Copy Agendas/Minutes available from the Parish Council Office Originals can be inspected by appointment with the Parish Clerk Website</p> <p>By contacting the Parish Clerk.</p> <p>Parish Council Website</p>
<p><b><u>Financial</u></b></p> <p>Annual Precept Figure Budgets External Audit Conclusion Annual Accounts</p> <p>Corporate Risk Assessment Document Annual Return Form Income &amp; Expenditure Expenditure against Budget Payments to Contractors and Suppliers Annual Accounts and Supporting Information Financial Regulations &amp; Risk Assessments Internal Auditor's Reports Annual External Risk Assessment on external contractors and associated docs.</p>	<p>Parish Newsletter Parish Notice Boards Parish Council Office by contacting the Parish Clerk.</p> <p>These can be inspected by contacting the Parish Clerk.</p>
<p><b><u>Planning</u></b></p> <p>Summary list of planning applications. Detailed individual planning applications &amp; responses retained in line with GDPR Responses to consultation papers</p>	<p>Available to view by contacting the Parish Clerk.</p>



<p><b><u>Strategic Planning</u></b> Annual Report to Parish Assembly Village Appraisal</p> <p>Village Design Statement The Plan for Stafford Periodic Electoral Review</p> <p>Neighbourhood Plan</p> <p>Public Meetings</p>	<p>Reports available at meeting Also available to view by contacting the Parish Clerk, as above.</p> <p>Parish and Stafford Borough Council Web Site and Parish Council Office by contacting the Parish Clerk.</p> <p>Parish Website.</p> <p>Parish Newsletter, Notice Boards, Web Site, Press</p>
<p><b><u>Health &amp; Safety</u></b> Health &amp; Safety Policy Statement Health &amp; Safety Risk Assessment Fire Policy Statement Fire Risk Assessment Annual Independent Playground Inspection Daily Playground and Toilet Block Inspection Sheets Monthly Playground and Toilet Block Inspection Sheets</p>	<p>Available to view on request to the Parish Clerk.</p>
<p><b><u>Lists and Registers</u></b> Attendance Record</p> <p>Register of Interests</p> <p>Register of Members allowances/ expenses. Assets Register</p>	<p>Annual Report and can be viewed on request to the Parish Clerk.</p> <p>Stafford Borough Council and Parish Council Office, on request to the Parish Clerk. Borough Council website and Parish Council website.</p> <p>Available to view on request to the Parish Clerk.</p>
<p><b><u>Archive Material</u></b> Minute Books Leases and Deeds</p>	<p>Stafford Archive Records Office Available to view on request to the Parish Clerk</p>
<p><b><u>Employment</u></b> SLCC/NALC Standard Terms and Conditions. Job Descriptions</p>	<p>Available to view on request to the Parish Clerk.</p>



## **4 Exempt Material**

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tender bids from contractors and suppliers

Legal advice received by the Council.

## **5 Charging Policy**

Information can be inspected, by appointment, at the Parish Council Office free of charge.

Information that can be photocopied, without breaching copyright laws, can be provided at a cost of £1 per black and white A4 sheet to cover staff costs and photocopying/paper charges. Colour photocopying will be charged at £1.50 per A4 sheet. A3 charges will be double the A4 charge. Information held electronically can be provided free of charge via email.

A detailed search of records is subject to a charge of £15.00 per hour.

## **6 Review of Policy**

Please refer to page 2 of this document

**SIGNED**

COUNCILLOR ADAM BILLINGSLEY,  
PARISH COUNCIL CHAIRMAN