

# COLWICH PARISH COUNCIL



## PD026 PUBLICATIONS SCHEME POLICY Freedom of Information Act 2000

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Parish Centre, St. Mary's Road, Little Haywood, Staffordshire, ST18 0TX  
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# Publications Scheme Policy – PD026

## Freedom of Information Act 2000

### Revision history

**This document was originally written by:**

Name	Position	Date
Michael Lennon	Clerk	September 2016

**This document version was reviewed by:**

Communications Committee	September 2024
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**This document version was approved by:**

Full Council	October 2024
Chairman of Council	Wendy Plant

**Document Review Schedule:**

Next Mandatory Review by:	October 2025
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### Revision History

Version	Issue Date	Document ID	Reason for Change	Section(s) Changed
1		PD008-01	Initial Issue	NA
2	09/2018	PD008-02	New Chairman	2 & 3
3	12/2018	PD008-03	New Chairman	None
4	12/2019	PD008-04	Annual review	None
5	10/2021	PD008-05	Annual Review New Chairman	None
6	10/2022	PD008-06	Annual Review	None
7	12/2023	PD008-07	Annual Review	2
8	10/2024	PD026-08	Annual Review New numbers	All

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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: 07378 145397  
Website: [www.colwichparishcouncil.gov.uk](http://www.colwichparishcouncil.gov.uk)
- Responsible Officer:** Revd Mr Michael Lennon FSLCC  
Chief Officer/Responsible Officer to the Council  
The Parish Centre  
St. Mary's Road  
Little Haywood  
Staffordshire  
ST18 0TX  
E-mail: [clerk@colwichparishcouncil.gov.uk](mailto:clerk@colwichparishcouncil.gov.uk)
- Monitoring Officer:** Head of Legal Services  
Borough Council:  
Stafford Borough Council  
Civic Centre  
Riverside  
Stafford  
ST16 3AQ

Applications under the Freedom of Information Act or the Environmental Information Regulations should be addressed to the Chief Officer.

Applications for personal information under the Data Protection Act 2018 should be addressed to the Chief Officer.

**PUBLICATIONS SCHEME – FREEDOM OF INFORMATION ACT 2000**

<p><b>2 Information to be Published</b></p>	<p><b>3 Methods of Publication</b></p>
<p><b><u>Council Structure</u></b>                      Full Council consists of 14 Councillors                      9 Committees:                          Complaints                          Communications                          Employment                          Environment                          Events                          Finance                          Leisure                          Planning                          Policy</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>                      Chief Officer and RFO                      Deputy Chief Officer and Finance Officer                      Assistant Clerk                      Head Lengthsman                      Senior Lengthsman                      Lengthsman                      Cleaner</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>
<p><b><u>Council practice, procedures &amp; policies</u></b>                      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 Chief Officer                      Website</p> <p>By contacting the Chief Officer.</p> <p>Parish Council Website</p>

## PUBLICATIONS SCHEME – FREEDOM OF INFORMATION ACT 2000

<p><b><u>Financial</u></b>  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 Chief Officer.</p> <p>These can be inspected by contacting the Chief Officer.</p>
<p><b><u>Planning</u></b>  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 Chief Officer.</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 Chief Officer, as above.</p> <p>Parish and Stafford Borough Council Web Site and Parish Council Office by contacting the Chief Officer.</p> <p>Parish Website.</p> <p>Parish Newsletter, Notice Boards, Web Site, Press</p>

**PUBLICATIONS SCHEME – FREEDOM OF INFORMATION ACT 2000**

<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 Chief Officer.</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 Chief Officer.</p> <p>Stafford Borough Council and Parish Council Office, on request to the Chief Officer.  Borough Council website and Parish Council website.</p> <p>Available to view on request to the Chief Officer.</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 Chief Officer</p>
<p><b><u>Employment</u></b>  SLCC/NALC Standard Terms and Conditions.  Job Descriptions</p>	<p>Available to view on request to the Chief Officer.</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

<b>SIGNED</b>	
COUNCILLOR WENDY PLANT PARISH COUNCIL CHAIRMAN	