

# COLWICH PARISH COUNCIL



## PD008 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 – PD008

## 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:**

Policy Committee	October 2023
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**This document version was approved by:**

Full Council	December 2023
Chairman of Council	Wendy Plant

**Document Review Schedule:**

Next Mandatory Review (Maximum 4 yearly intervals) by:	December 2024
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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

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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  
 Mobile: 07378 145397  
 E-mail: [clerk@colwichparishcouncil.gov.uk](mailto:clerk@colwichparishcouncil.gov.uk)  
 Website: [www.colwichparishcouncil.gov.uk](http://www.colwichparishcouncil.gov.uk)

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

**Monitoring Officer:** Clerk/Responsible Officer to the Council  
 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 Clerk.

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

<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                      8 Committees:                      Finance                      Planning                      Policy                      Environment                      Leisure                      Employment                      Communications                      Event</p>	<p><b><u>Contact Names, Addresses:</u></b>                      Parish Council Newsletter                      Parish Council Notice Boards                      Parish Council Website</p>

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<p><b><u>Staffing Structure</u></b>                  Parish Clerk and RFO                  Deputy Clerk and Finance Officer                  Lengthsmen</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 Parish Clerk                  Website</p> <p>By contacting the Parish Clerk.</p> <p>Parish Council Website</p>
<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 Parish Clerk.</p> <p>These can be inspected by contacting the Parish Clerk.</p>

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<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 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>

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<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>
<p><b>4 Exempt Material</b></p> <p>Personal information relating to Councillors (other than required to be declared in Register of Interest)</p> <p>Personal information relating to employees</p> <p>Tender bids from contractors and suppliers</p> <p>Legal advice received by the Council.</p>	
<p><b>5 Charging Policy</b></p> <p>Information can be inspected, by appointment, at the Parish Council Office free of charge.</p> <p>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.</p> <p>A detailed search of records is subject to a charge of £15.00 per hour.</p>	
<p><b>6 Review of Policy</b></p> <p>Please refer to page 2 of this document</p>	

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