

MADELEY PARISH COUNCIL PUBLICATION SCHEME



EFFECTIVE FROM 28 FEBRUARY 2014. FURTHER
REVISED 24 MARCH 2016 AND 11TH JULY 2024

REPLACES THE SCHEME DATED JANUARY 2009

CLASS 1 - WHO WE ARE AND WHAT WE DO

Covers organisational information, structures, locations and contacts.

Current information only.

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Newsletter,Hard Copy, Website	See page 4
Contacts details for Parish Clerk and Councillors (Named contacts, at least one contact point to be provided for each Councillor of either home address, email or telephone numbers)	Newsletter,Hard Copy, Website	See page 4
Location of Council office and accessibility	Newsletter,Hard Copy, Website	See page 4

CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT

Covers financial information relating to projected and actual income and expenditure, procurement contracts and financial audit.

Current and previous financial year information only.

Information to be published	How the information can be obtained	Cost
Annual Return Form and Report by the Auditor	Hard Copy Website	See page 4
Finalised Budget	Hard Copy Website	See page 4
Precept	Hard Copy, in minutes Website	See page 4
Financial Standing Orders and Regulations	Hard Copy Website	See page 4
Grants given and received	Hard Copy Website	See page 4
Members Allowances and Expenses	Hard Copy Website	See page 4

CLASS 3 - WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

Covers Strategies and Plans, Performance Indicators, Audits, Inspections and Reviews. Current information only.

Information to be published	How the information can be obtained	Cost
Annual Report to Parish Meeting	Hard Copy Website	See page 4
Local Council Award Scheme (replaces Quality Council)	Hard Copy Website	See page 4

CLASS 4 - HOW WE MAKE DECISIONS

Covers decision making processes and records of decisions. Current and previous year.

Information to be published	How the information can be obtained	Cost
Timetable of Meetings	Hard Copy Notice Board Website	See page 4
Agendas of Meetings	Hard Copy Notice Board Website	See page 4
Minutes of Meetings - NB This will exclude information that is properly regarded as confidential to the Meeting.	Hard Copy Notice Board Website	See page 4
Responses to Planning Applications	Hard Copy Website	See page 4

CLASS 5 - OUR POLICIES AND PROCEDURES

Covers current written protocols and records of decisions. Current information only.

Information to be published	How the information can be obtained	Cost
<i>Policies and Procedures for the conduct of Council business:</i> Procedural Standing Orders	Hard Copy Website	See page 4
Code of Conduct	Hard Copy Website	See page 4
<i>Policies and Procedures for the provision of services and about the employment of staff:</i> Policies relating to Equality, Current vacancies, Complaints Procedures	Hard Copy Website	See page 4
Data Protection Policies	Hard Copy	See page 4

CLASS 6 - LISTS AND REGISTERS

Covers currently maintained Lists and Registers

Information to be published	How the information can be obtained	Cost
Any publicly available List or Register	By inspection (if held)	10 pence per sheet
Registers of Members' Interests	By inspection Website link to NBC	10 pence per sheet
Registers of Gifts and Hospitality	By inspection	10 pence per sheet

CLASS 7 - THE SERVICES WE OFFER

Covers leaflets, guidance and newsletters produced for the public. Current information only.

Information to be published	How the information can be obtained	Cost
Allotments	Hard Copy	See page 4
Parks, Playing Fields and Recreational facilities	Hard Copy	See page 4
Bus Shelters	Hard Copy	See page 4

CONTACT DETAILS

Parish Clerk, Madeley Parish Council, Brookfield Farm, Lower Ruele, Staffordshire, ST20 0BG

Tel: 07417 410489 e-mail parish.clerk@madeley.staffslc.gov.uk

SCHEDULE OF CHARGES

Classes 1 - 6

One copy of any document shown as obtained by Hard Copy will be supplied as follows:

10 pence per black and white sheet and the actual cost of Royal Mail 2nd Class postage e-mailed information is free

Class 7

One copy of any document - the actual cost of Royal Mail 2nd Class postage

INSPECTION

Class 6 Information will be made available for inspection at a mutually agreeable location within the Parish.

RESPONSE

Under the Freedom of Information Act 2000, The Parish Council has 20 working days from receipt of a request (in writing) to provide the information requested or to supply a refusal.

Please be aware that the post of Clerk to the Parish Council is part time so correspondence may not be acknowledged straight away