

Catshill and North Marlbrook Parish Council

Publication Scheme

(Freedom of Information)

The Parish Council is required to provide the type of information listed below to anyone who asks for it.

Most of this is freely available on the parish council's website:

www.catshillandnorthmarlbrook-pc.gov.uk

Or information will be provided by e-mail or post upon request in writing; paper copies will be provided at the published rate (below).

Information to be published

Class 1 – Who we are and what we do Organisational information, structures, locations and contacts:	Who's who on the Council and its Committees
	Contact details for Parish Clerk and Council members including telephone number and email address (if used)
	Location of main council office accessibility details
	Staffing structure
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 for the current and previous financial year as a minimum:	Annual return form and report by auditor
	Finalised budget
	Precept
	Borrowing Approval letter, if any
	Financial Standing Orders and Regulations
	Grants given and received
	List of current contracts awarded and value of contract
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews:	Members' allowances and expenses
	Neighbourhood Plan (current and previous year as a minimum) – draft copy
	Annual Report to Parish or Community Meeting (current and previous year as a minimum)
Class 4 – How we make decisions Decision making processes and records of decisions for the current and previous council year as a minimum:	Local Council Award Scheme status (Foundation/Quality/Quality Gold)
	Timetable of meetings (Council, any committee, sub-committee meetings and parish meetings)
	Agendas of meetings (as above)
	Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.
	Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.
	Responses to consultation papers
	Responses to planning applications
Bye-laws, if any	

<p>Class 5 – Our policies and procedure Current written protocols, policies and procedures for delivering our services and responsibilities</p>	Policies and procedures for the conduct of council business include:
	<ul style="list-style-type: none"> - Procedural standing orders - Committee & sub-committee terms of reference - Delegated authority in respect of officers - Code of Conduct - Policy statements
	Policies and procedures for provision of services and about the employment of staff include:
	<ul style="list-style-type: none"> - Internal policies on the delivery of services - Equality and diversity policy - Health and safety policy - Recruitment policies (including any vacancies) - Policies and procedures for handling requests for information - Complaints procedures
	Information security policy
	Records management policies (records retention, destruction and archive)
	Data protection policies
<p>Class 6 – Lists and Registers Currently maintained lists and registers only. Not all those listed here may exist.</p>	Schedule of charges for publication of information
	Any publicly available register or list
	Assets Register
	Disclosure log (indicating the information that has been provided in response to requests)
	Register of members' interests
<p>Class 7 – The services we offer Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses:</p>	Register of gifts and hospitality
	Agency agreements
	Bus shelters
	Dog-waste bags
	Gardens
	Lengthsman
	Litter picking
	Newsletters
	Notice boards
	Seating
War Memorial	

Contact details:

Clerk to the Council, Catshill Village Hall, Golden Cross Lane, Catshill B61 0JZ

Tel: 01527 873266 (landline) or 07813 671899 (mobile)

E-mail: clerk@catshillandnorthmarlbrook-pc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (b/w) up to 20 copies	Actual cost
	Photocopying @ 20p per sheet (colour) up to 20 copies	Actual cost
	Photocopying @ 10p per sheet (b/w) + £6 > 20 copies	Includes travel costs
	Photocopying @ 30p per sheet (colour) + £6 > 20 copies	Includes travel costs
	Postage	Royal Mail standard 2 nd class
Statutory Fee	As applicable	See relevant legislation

Document reviewed February 2018; Next review February 2019