
Sedgeberrow Parish Council

Publication Scheme

As at Sep 2019

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

This scheme sets out Sedgeberrow Parish Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and if the information is also available on the Parish Council's website at www.sedgeberrowpc.org.uk this is indicated 'W' in the table.

The Council's charges for producing printed copies of this information are published at the foot of this document.

The same information can be requested by phone, e-mail, post or in person from the Council's Parish Clerk at 3 Leasowes Rd, Offenham, Evesham, Worcs, WR11 8RQ, by phone on 01386 421028/ or by email at clerk@sedgeberrowpc.org.uk

Class 1 Information – Who we are and what we do

(current information only)

1.1	Who's who on the Council	W
1.2	Contact details for the Parish Clerk and Council Members	W
1.3	Location of the Council's office and accessibility arrangements	W
1.4	The Council's staffing structure	N/A

Class 2 Information – What we spend and how we spend it

(current and previous financial year only)

2.1	Annual return and report by auditor	W
2.2	Finalised budget	Hard Copy
2.3	Precept	W
2.4	Financial Regulations	W
2.5	Grants given and received	W
2.6	List and value of current contracts awarded	W
2.7	Members allowances and expenses	W

Class 3 Information – What our priorities are and how we are doing

(current and previous financial year only)

3.1	Report to Annual Parish Meeting	W
3.2	Quality Status	N/A
3.3	Local charters drawn up in accordance with DCLG guidelines	N/A

Class 4 – How we make decisions

(current and previous financial year only)

4.1	Timetable all parish council meetings	W & Noticeboards
4.2	Agendas of meetings	W & Noticeboards
4.3	Minutes of meetings	W
4.4	Reports presented to Council meetings	Hard copy
4.5	Responses to consultation papers	W (minutes)
4.6	Responses to planning applications	W (minutes)
4.7	Bye-laws	N/A

Class 5 – Our policies and procedures

(current information only)

5.1	Procedural Standing Orders	W
5.2	Working Group terms of reference	N/A
5.3	Councillors' Code of Conduct	W
5.4	Recruitment Policy	W
5.5	Policy for Handling Requests for Information	W
5.6	Privacy Notice	W

Class 6 – Lists and registers

(current information only)

6.1	Council asset register	Hard copy
6.2	Register of Members Disclosable Pecuniary Interests	W
6.3	Register of gifts and hospitality	Not held

Class 7 Information – services we offer

(current information only)

7.1	Allotments	
7.2	Playing field and playground	
7.3	Seating, litter bins and bus shelters	Information available from the Clerk
7.4	Noticeboards	

Charges which may be made for information published under this scheme

Material which is published and accessed on the Council's website is free of charge. The following charges may be made for the following actual disbursements:

- Photocopying A4 black and white – 10p per sheet single sided, 15p per sheet double sided
- Photocopying A4 colour – 25p per sheet single sided, 35p per sheet double sided
- Photocopying A3 black and white – 25p per sheet single sided, 35p per sheet double sided
- Photocopying A3 colour – 35p per sheet single sided, 60p per sheet double sided
- Postage – actual cost of postage
- The costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.