

## Marchington Parish Council Publication Scheme

The Freedom of Information Act 2000 creates a public "right of access" to information held by public authorities such as local councils, and places a duty on them to adopt and maintain publication schemes for the routine release of important information such as annual reports and accounts.

In general, public authorities have 20 working days in which to respond to an information request, though this deadline can be extended in certain cases and/or with the agreement of the requester. Requests can be refused if they cost more than £600 to fulfil, including the cost of time spent searching for files.

The following publication scheme lists the information available to the public from Marchington Parish Council, along with details of how the information can be obtained and at what cost.

<b>Adoption and Review History</b>	
Adopted at Parish Council Meeting on	12 <sup>th</sup> March 2019
Reviewed at Parish Council meeting on	
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<b>Information to be published</b>	<b>Where the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> Current Information only	Website	Free
Who's who on the Council	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number)	Website	Free
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum	Hard copy and Website	Free
Annual return form and report by auditor	Hard Copy and Website	50p*
Finalised budget	Hard Copy and Website	Free
Precept	Hard Copy	50p*

Financial Standing Orders and Regulations	Hard Copy and Website	50p*
Grants given and received	Hard Copy	50p*
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	N/A	
Quality status	N /A	
<b>Class 4 – How we make decisions</b> Current and previous council year as a minimum	Website	Free
Timetable of meetings	Website, Noticeboards	Free
Agendas of meetings	Website, Noticeboards	Free
Minutes of meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Website, Noticeboards	Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per p/c page
Responses to consultation papers	Hard Copy	10p per p/c page
Responses to planning applications	Website	Free
<b>Class 5 – Our policies and procedures - Current information only</b>		
Policies and procedures for the conduct of council business: Code of Conduct, Standing Orders, Financial Regulations, Freedom of Information, Media Policy, complaints procedure.	Website	Free
Policies and procedures for the provision of services and about the employment of staff	Hardcopy	50p*

<b>Class 6 – Lists and Registers</b>		
Assets Register	By Inspection	Free
Register of members' interests	Borough Council website	Free
Register of gifts and hospitality	By Inspection	Free
<b>Class 7 – The services we offer - Current information only</b>		
Parks, playing fields, Recreational facilities, Marchington Village Hall, Bus Shelters, Seating	By Inspection	Free
<b>Additional Information</b>		
The Chair of the Parish Council publishes a report 11 times a year	Website, Parish Magazine	

#### **CONTACT DETAILS**

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\* Plus cost of Royal Mail 2<sup>nd</sup> class postage