**Aldbury Parish Council Publication Scheme**

1. **Introduction**

Under the Freedom of Information Act (FOIA) it is the duty of every public authority to adopt and maintain a publication scheme.

Aldbury Parish Council has adopted the model publication scheme prepared and approved by the Information Commissioner.

The Publication Scheme is a list of information that Aldbury Parish Council will automatically and routinely publish or otherwise make available to the public.

Information that is not listed in this document can still be requested and it will be made available unless it can legitimately be withheld. This may be done by making a written request to the Parish Clerk who will reply within fourteen working days.

Further information on the FOIA and the model publication scheme is available from the Information Commissioner’s Office at <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/>.

1. **Aims**

The aim of the Publication Scheme is to make the maximum amount of information available at minimum inconvenience and cost to the public.

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| **Information to be published** | **How the information can be obtained**  (hard copy, website, to view) | **Cost** |
| **Class 1 - Who we are and what we do**  Current organisational information, structures, locations and contacts | Website | See below |
| Who’s who on the Council and its Committees | Website | See below |
| Contact details for Parish Clerk and Council members (name, telephone number and email address) | Website | See below |
| Location of main Council office and accessibility details | N/A No office held | See below |
| Staffing structure | Hard copy | See below |
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| **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)  Current and previous financial year as a minimum | Website | See below |
| Annual return form and report by auditor | Website | See below |
| Finalised budget | Website | See below |
| Precept | Website | See below |
| Borrowing Approval letter (when applicable) | N/A | See below |
| Financial Standing Orders and Regulations | Website | See below |
| Grants given and received | Website | See below |
| List of current contracts awarded and value of contract (when applicable) | Hard copy | See below |
| Members’ allowances and expenses (when applicable) | Hard copy | See below |
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| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum | Hard copy via Clerk | See below |
| Parish Plan (current and previous year as a minimum) | Website |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website/Hard copy | See below |
| Quality status | The Parish Council is not a Quality Council |  |
| Local charters drawn up in accordance with DCLG guidelines | The Parish Council does not have any local charters |  |
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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | Hard copy/  website | See below |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Hard copy/  website | See below |
| Agendas of meetings (as above) | Hard copy  website  Noticeboards | See below |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting | Hard copy/  website | See below |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting | Hard copy/website | See below |
| Responses to consultation papers | Hard copy/website | See below |
| Responses to planning applications | Hard copy  Dacorum BC Planning Portal | See below |
| Bye-laws | N/A |  |
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| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities) |  |  |
| Policies and procedures for the conduct of council business:  Standing Orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct | Hard copy/  Website | See below |
| Policies and procedures for the provision of services and about the employment of staff.  Internal instructions to staff and policies relating to the delivery of services.  Equal Opportunities Policy  Reserves Policy  Accessibility Statement  Safeguarding Policy  Filming Policy  Co-Option Policy  Social Media Policy  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)  Grievance Policy  Grant and Donation Policy  Internal instructions to staff and policies relating to delivery of services | Website if applicable  Website if applicable  Website  Website  Website  Website  Website  Website  Website  Website  Website  Website  Website  N/A | See below |
| Information security policy | Website | See below |
| Records management policies (records retention, destruction and archive) | Website | See below |
| Data protection policies | Website | See below |
| Schedule of charges (for the publication of information) | Hard Copy  Website | See below |
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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only |  |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) |  |  |
| Assets register | Website | See below |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | To view via Clerk | See below |
| Register of members’ interests | Website via link to  Dacorum Borough Council website | See below |
| Register of gifts and hospitality | To view | See below |
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| **Class 7 – The services we offer**  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only |  |  |
| Allotments | Hard Copy  Website | See below |
| Burial grounds and closed churchyards | N/A |  |
| Community centres and village halls | N/A |  |
| Parks, playing fields and recreational facilities | Hard Copy  Website | See below |
| Seating, litter bins, clocks, memorials and lighting | To view | See below |
| Bus shelters | N/A |  |
| Markets | N/A |  |
| Public conveniences | N/A |  |
| Agency agreements | N/A |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) |  |  |
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| **Additional Information** | N/A |  |

Contact details: All enquiries should be in writing to the Parish Clerk by email: [parishclerk@aldburyparish.org.uk](mailto:parishclerk@aldburyparish.org.uk), [clerk@aldburyparishcouncil.gov.uk](mailto:clerk@aldburyparishcouncil.gov.uk) or post: The Parish Clerk, Aldbury Parish Council, Memorial Hall, The Green, Aldbury, Tring HP23 5RR

1. **Schedule of charges**

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| Hard Copy - Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost |
|  | Photocopying @ 25p per sheet (colour) | Actual cost |
| Hard Copy | Postage | Actual cost of Royal Mail standard 2nd class |
| To View at the Memorial Hall | £25 per hour | Clerk’s time and travel costs |
| Statutory Fee | Where applicable | In accordance with the relevant legislation (quote the actual statute) |
| Website | Free at <https://www.aldburyparish.org.uk>  https://www.aldburyparishcouncil.gov.uk |  |

Reviewed and Adopted: March 2023

Reviewed June 2025