



Dodderhill Parish Council

PUBLICATION SCHEME

As of November 2022

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

The publication scheme is based on the ICO model for public authorities and sets out Dodderhill 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 also available on the Parish Council Website at www.dodderhillparishcouncil.co.uk as indicated on the table.

The same information can be requested by phone (01527 372548), post or email clerk@dodderhillparishcouncil.co.uk.

Class 1 Information – Who we are and what we do.

1.1	Contact Details for the Clerk and Council members	Website
1.2	Details of Council Committee Structures	Website
1.3	The Council's staffing structures.	Website

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

2.1	Annual Return Form and report by auditor	Website
2.2	Finalised Budget	Website
2.3	Precept	Website
2.4	Financial regulations	Website
2.5	Grants given and received	Website
2.6	List and Values of current contracts awarded	Website
2.7	Members' allowances and expenses	Website

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	Website
3.2	Published annual Reports	Website
3.3	Neighbourhood Planning	Website

Class 4 Information – How we make decisions.



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4.1	Timetable all parish council meetings and committee meetings	Website
4.2	Agendas of meetings – Current on Website & previous on request	On Request
4.3	Minutes of meetings	Website
4.4	External Reports presented to Council at meetings	On Request
4.5	Responses to consultation	Website
4.6	Reponses to planning applications	District Planning Portal
Class 5 Information – Our policy and procedures		
5.1	Procedural Standing Orders	Website
5.2	Committee and Working Groups terms of reference	Website
5.3	Delegated authority	Website
5.4	Councillors Code of Conduct	Website
5.5	Information Security (Data Protection)	Website
5.6	Records Management Policy	Website
5.7	Charging Policy for the Publication of Information	Website
5.8	Complaints procedure	Website
5.9	Grants procedure	Website
Class 6 – Lists and registers		
6.1	Council Asset Register – Reviewed annual in March	Website
6.2	Register of Members Disclosable Pecuniary interests	Link to District Website
6.3	Register of gifts and hospitality	Website
Class 7 – Services we offer		
7.1	Playground	Website
7.2	Village Hall	Website
7.3	Street Lighting	Website



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7.4	Benches	Website
7.5	Litter bins	Website
7.6	Bus Shelter	Website
7.7	Notice boards	Website
7.8	Services for which the Council can recover a fee	Website

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:

- Printing – 5p per one-sided sheet (black and white) 10p per one-sided sheet (colour)
- Photocopying – the Parish Council has no photocopier
- Postage – actual cost of postage – recorded delivery
- Packaging 5p (DL Envelope) 10p (A5 envelope) 20p (A4 or larger envelope)
- Publications – actual cost of publication
- Additional costs incurred as a result of administration costs @ £25 per hour

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

Further information is available from:

Parish Clerk, Dodderhill Parish Council

Email: clerk@dodderhillparishcouncil.co.uk

Telephone: 01527 372548 – to leave a message

Website: www.dodderhillparishcouncil.co.uk