



**ALL SAINTS
PARISH COUNCIL**
*Creating a Parish where the
community feels as one*

All Saints Parish Council Publication Scheme

Document History	Revision Date	Minute
	This version V2.0 – REFORMATTED March 2026 and ADOPTED at the Council meeting held on 3 March 2026	Minute (OM26/098 h)

Table of Contents

1. INTRODUCTION	3
2. CONTACT INFORMATION	3
3. INFORMATION TO BE PUBLISHED.....	4

1. Introduction

Under the Freedom of Information Act (“the Act”) it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner’s Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which has been adopted and operated by All Saints Parish Council.

The Publication Scheme provides a list of all the information the parish council makes routinely available, explains how it can be accessed and whether or not a charge is made for it.

It is important that all sections of the community can access the council’s information, and systems are in place to make the listed information available to the public as easily as possible. Where possible, information will be placed on the Parish Council website and where this is not possible the information needs to be made available and / or sent to the person requesting it.

2. Contact Information

Linda Ledingham – Clerk to All Saints Parish Council

Email – clerk@allsaints-pc.gov.uk

Tel - Mob: 07966447601 Home: 01297 270396

Address – 1 Spring Cottages, Smallridge, EX13 7LY

3. Information to be published

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees (listed on the AGM Minutes)	Website Hard Copy	Free 10p per sheet + P&P
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Newsletter (published periodically) Hard Copy	Free Free 10p + P&P
Location of main Council office and accessibility details	Website Hard Copy	Free 20p + P&P
Staffing structure	n/a	n/a
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Notice Boards (Oct/Nov) Hard Copy	Free 60p + P&P
Finalised budget	Parish Council meeting – Jan Hard Copy	Free 10p + P&P
Precept	Parish Council meeting – Jan Hard Copy	Free

		10p + P&P
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations (Part of the Parish Council Standing Orders)	Hard Copy (8 Page document)	£1.10 + P&P
Grants given and received	Hard Copy	10p + P&P
List of current contracts awarded and value of contract	Website (Relevant Minutes) Hard Copy	Free 10p + P&P
Members' allowances and expenses	n/a	n/a
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Website Hard Copy	Free Free + P&P
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Copy delivered to each house	Free Free
Quality status	Website (Relevant Minutes)	Free
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p + P&P

Agendas of meetings (as above)	Website Notice Boards Hard Copy (Full or Abbreviated available)	Free Free 10p per sheet + P&P
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet + P&P
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per sheet + P&P
Responses to consultation papers	Hard Copy	10p per sheet + P&P
Responses to planning applications	MDDC Website Hard Copy	Free 10p per sheet + P&P
Bye-laws	n/a	n/a
<p>Class 5 – Council policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference – n/a Delegated authority in respect of officers – n/a Code of Conduct Policy statements</p>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p>		

Internal policies relating to the delivery of services – n/a		
Equality and diversity policy – n/a	As above	
Health and safety policy – n/a		
Recruitment policies (including current vacancies) - n/a		
Policies and procedures for handling requests for information	As above	
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Data protection policies	n/a	n/a
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy	10p + P&P
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)	n/a	n/a
Register of members’ interests	Hard Copy/MDDC website	60p + P&P
Register of gifts and hospitality	Hard Copy	10p + P&P
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		

Allotments	n/a	
Burial grounds and closed churchyards	Contact Church	
Community centres and village halls	Contact Clerk or Village Hall	
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Location Info only	Free
Bus shelters	Location info only	Free
Markets	n/a	
Public conveniences	n/a	n/a
Agency agreements	n/a	n/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

Additional Information

None to date

Any information that is not listed above can still be requested

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee

In accordance with the relevant legislation
(quote the actual statute)

+++END+++