

Atcham Parish Council

PUBLICATION SCHEME

Under the terms of the Freedom of Information Act, it is the duty of every public authority to adopt and maintain a Publication Scheme.

The following guide is the current list of information under the Scheme. This was based on the Information Commissioner's Office Model Publication Scheme (v2, 2014).

Questions regarding the Publication Scheme should be directed to the Clerk. Information that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details:

Alison Utting (Clerk)

clerk@atchamparishcouncil.gov.uk

01691 622093

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	The Parish Council website: atchamparishcouncil.gov.uk Hard copy – contact Clerk.	Free
Contact details for Parish Clerk and Council members	Website. Hard copy – contact Clerk.	Free
Staffing structure	Website. Hard copy – contact Clerk.	Free

Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website. Hard copy – contact Clerk.	Free
Finalised budget	Website. Hard copy – contact Clerk.	Free
Precept	Website. Hard copy – contact Clerk.	Free
Financial Standing Orders and Regulations	Website. Hard copy – contact Clerk.	Free
Grants given and received	Website. Hard copy – contact Clerk.	Free
List of current contracts awarded and value of contract (as part of meeting minutes)	Website. Hard copy – contact Clerk.	Free
Members' allowances and expenses (as part of meeting minutes)	Website. Hard copy – contact Clerk.	Free
Class 3 – What our priorities are and how we are doing		
Community Led Plan	Website. Hard copy – contact Clerk.	Free
Annual Chairman's Report	Website. Hard copy – contact Clerk.	Free
Class 4 – How we make decisions		
Timetable of meetings (Council and committee meetings and parish assembly)	Website. Hard copy – contact Clerk.	Free
Agendas of meetings (as above)	Website. Hard copy – contact Clerk.	Free
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as private to the meeting.	Website. Hard copy – contact Clerk.	Free

Reports presented to council meetings – N.B. This will exclude information that is properly regarded as private to the meeting.	Website. Hard copy – contact Clerk.	Free
Responses to consultation papers (as part of minutes of meeting)	Website. Hard copy – contact Clerk.	Free
Responses to planning applications	Shropshire Planning Portal: shropshire.gov.uk/planning Hard copy – contact Clerk.	Free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website. Hard copy – contact Clerk.	Free
Policies and procedures for the provision of services and about the employment of staff: Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Website. Hard copy – contact Clerk.	Free
Risk management policy	Website. Hard copy – contact Clerk.	Free
Records management policies (records retention, destruction and archive)	Emailed or hard copy – contact Clerk.	Free
Data protection policies	Website. Hard copy – contact Clerk.	Free
Class 6 – Lists and Registers		
Asset register	Emailed or hard copy – contact Clerk.	Free
Register of members' interests	Shropshire Council website. Hard copy – contact Clerk.	Free

Class 7 – The services we offer		
Parks, playing fields and recreational facilities	Contact Clerk.	Free
Seating, litter bins	Contact Clerk.	Free
Notice boards	Contact Clerk.	Free
Bus shelters	Contact Clerk.	Free
Street lighting	Contact Clerk.	Free
Defibrillator	Contact Clerk.	Free

This document to be reviewed as required (to ensure that the information is current).

Adopted: 10th September 2025

Minute ref: 25/069/a