

# 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/>.

## 2. Aims

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

Information to be published	How the information can be obtained (hard copy, website, to view)	Cost
<b>Class 1 - Who we are and what we do</b> 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; currently only one member of staff	Hard copy via Clerk	See below
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Website	See below
Current and previous financial year as a minimum		

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 via Clerk	See below
Members' allowances and expenses (when applicable)	Hard copy via Clerk	See below
<b>Class 3 – What our priorities are and how we are doing</b> (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	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy via Clerk/ website	See below
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy via Clerk/ website	See below
Agendas of meetings (as above)	Hard copy via Clerk/ 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 via Clerk/ 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 via Clerk/website	See below
Responses to consultation papers	Hard copy via Clerk/website	See below
Responses to planning applications	Hard copy via Clerk Dacorum BC Planning Portal	See below
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b>		

(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 Privacy 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 Website Website Website N/A	See below
IT policy	Website	See below
Records management policies (records retention, destruction and archive)	Website	See below
Information and Data protection policies	Website	See below
Schedule of charges (for the publication of information)	Hard Copy via Clerk Website	See below
<b>Class 6 – Lists and Registers</b>		
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	Hard Copy via Clerk	See below

Register of gifts and hospitality (currently N/A)	Hard Copy via Clerk	See below
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Hard Copy via Clerk/ 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 via Clerk/ 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)		
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), or post: The Parish Clerk, Aldbury Parish Council, Memorial Hall, The Green, Aldbury, Tring HP23 5RR

### 3. Schedule of charges

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 2 <sup>nd</sup> 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 <a href="http://www.aldburyparishcouncil.gov.uk">www.aldburyparishcouncil.gov.uk</a> <a href="http://www.aldburyparishcouncil.gov.uk">Home - aldbury parish council</a>	

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