

**ALVINGTON PARISH COUNCIL
PUBLICATION SCHEME
Adopted by Alvington Parish Council 4th July 2018**

This publication scheme is intended to meet the requirements of the Freedom of Information Act 2000 to provide public access to information held by public authorities, and also the audit requirements for smaller precept parishes.

The scheme commits Alvington parish council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

CLASSES OF INFORMATION

Who we are and what we do

Contact list of Alvington parish councillors

Contact details for the parish clerk

Code of conduct for Alvington parish council

What we spend and how we spend it

Annual parish budget
Quarterly income and expenditure reports
Asset register
Annual audit reports
Tendering opportunities

What our priorities are and how we are doing

Alvington parish plan
Chairman's annual report
Annual safety inspection of the playing field

How we make decisions

Agendas for parish council meetings
Minutes of parish council meetings

Our policies and procedures

Standing orders for Alvington parish council
Financial regulations for Alvington parish council
Complaints policy for Alvington parish council

Lists and registers

Parish council responses to Alvington planning applications

The services we offer

Hire of Alvington playing field for sport clubs and other suitable activities.

NB The classes of information do not include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage

AVAILABILITY

All the information listed above except for the planning responses is available on the parish council's website at <http://www.alvingtonvillage.org/>

If you do not wish to access the information by the website, please telephone the parish clerk on 01594 719245 and ask for a printed copy, or other suitable format to meet your needs.

The first printed copy of any information will be provided and posted free of charge within the UK, second and subsequent copies (or any copies to be sent overseas) will be charged @ 10p per page plus the cost of postage, to be paid for in advance.

Written requests

Information held by Alvington parish council 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. Please write to:

Alvington Parish Council
6 Court Road
Lydney
Glos.
GL15 5SY

Email: alvingtonclerk@outlook.com