



ARMTHORPE
PARISH COUNCIL

Information available from Armthorpe Parish Council under the Model Publication Scheme

The Publication Scheme

In line with section 20 of the Freedom of Information Act 2000, the Information Commissioner has now developed and approved a new model publication scheme.

The scheme commits a Parish Council to:

- Proactively publish or otherwise make available as a matter of routine information, including environmental information, held by the Council and falls within the classes outlined below.
- Specify the information which is held by the Council and falls within the classes below
- Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme.
- 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.
- Review and update on a regular basis the information the Council makes available under the scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available
- Make the publication scheme available to the public.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act.
- Information in draft form
- Information no longer readily available as it is contained in files which are in archive storage, or is difficult to access for similar reasons.

Method by which information published under the scheme will be made available;

- The information is included on the Parish Council's website.

- Information can also be obtained from the Clerk to the Council by e-mailing: clerk@armthorpeparishcouncil.co.uk or by telephoning 01302 830543. If necessary an appointment to view documentation will be made within a reasonable timescale following the request.
- The Council will adhere to requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

Charges which may be made for information published under the scheme:

- Material on the website is free of charge
- Charges for routinely published material will be kept to a minimum.
- Charges may be made for actual disbursement incurred, e.g. photocopying, postage/packing plus the cost directly incurred as a result of viewing information
- Charges may also be made for information provided under the scheme where they are legally authorised.
- Where a charge is made this will be confirmed to an applicant in advance* The Parish Council may also request payment prior to providing the information if it so wishes.
- *For the time being the cost will be 10 pence per sheet plus any postage charges

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Hard copy and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website	
Location of main Council office and accessibility details	Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG Open: Monday to Thursday 9am to 3pm and Fridays 9am to 1pm	
Staffing structure	Website	

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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy and website	
Finalised budget	Hard copy and website	
Precept	Hard copy and website	
Financial Standing Orders and Regulations	Hard copy and website	
Borrowing Approval letter	Hard copy and website	
Grants given and received	Hard copy and website	
List of current contracts awarded and value of contract	Hard copy and website	
Members' allowances and expenses	Hard copy and website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy and website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard copy and website	

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website	
Agendas of meetings (as above)	Hard copy and website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	
Responses to consultation papers	Hard copy and website	
Responses to planning applications	Hard copy and website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy and website	
Policies and procedures for the provision of services and about the employment of staff:	Hard copy and website	

Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy and website	
Records management policies (records retention, destruction and archive)	Hard copy and website	
Data protection policies	Hard copy and website	
Schedule of charges (for the publication of information)	Hard copy and website	
Class 6 – Lists and Registers 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)	Only available by inspection	
Assets Register	Hard copy and website	
Register of members' interests	Hard copy and website	
Register of gifts and hospitality	Hard copy and website	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		

Allotments	Hard copy and website	
Burial grounds and closed churchyards	Hard copy and website	
Community centres and village halls	Hard copy and website	
Parks, playing fields and recreational facilities	Hard copy and website	
Seating, litter bins, clocks, memorials and lighting	Hard copy and website	
Bus shelters	Hard copy and website	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
The council meeting recordings (if any are made) will include the availability of such recordings within its Publication Scheme.	Hard copy and website	

Contact details:

The Clerk
 Armthorpe Parish Council
 Welfare Park
 Church Street
 Armthorpe
 Doncaster DN3 3AG
 Email: clerk@armthorpeparishcouncil.co.uk
 Tel: 01302 830543

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost * 3p
	Photocopying @ 10p per sheet (colour)	Actual cost 3p
	Postage	Actual cost of Royal Mail standard 2 nd class
		87p as of April 7, 2025, for a letter weighing up to 100g. For a Second Class large letter weighing up to 100g, the price is £1.55.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority