



WHITTINGHAM, CALLALY & ALNHAM PARISH COUNCIL

Publication Scheme

1. Introduction

This publication scheme is based on the statutory requirements set out in the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities. It sets out the information that Whittingham, Callaly and Alnham (WCA) Parish Council routinely makes available to the public, how it can be accessed, and whether a charge applies.

2. Scope

The council aims to be open and transparent by publishing key information online wherever possible. As a smaller authority (income and expenditure under £25,000), the council complies with the mandatory publication requirements of the Transparency Code.

3. Information Available

The following information is published on the council's website or is available on request:

- Who we are and what we do
 - Contact details for the Clerk and councillors
 - Roles and responsibilities

- What we spend and how we spend it
 - Annual budget
 - Annual accounts and AGAR forms
 - List of expenditure over £100
 - Grants awarded
 - Asset register

- How we make decisions



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- Timetable of meetings
- Agendas and minutes
- Reports and supporting papers (where available)

- Our policies and procedures
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
 - Complaints Policy
 - Data Protection and Privacy Policies

- Lists and registers
 - Register of Members' Interests (via principal authority)
 - Any other legally required public registers

- The services we offer
 - Information about council-owned facilities or services (e.g. defibrillators, community projects)

4. Accessing Information

Most information is available on the council's website free of charge. Printed copies can be requested from the Clerk. A small charge may be made to cover printing and postage.

5. Exemptions

Some information may be withheld under exemptions permitted by the Freedom of Information Act or for reasons of data protection or confidentiality.



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6. Review

This publication scheme will be reviewed every two years or sooner if required by law or changes to council operations.

Adopted by WCA Parish Council on: **DATE AND MINUTE REFERENCE**