

Glanton Parish Council

Publication Scheme

1. Introduction

This publication scheme is based on the requirements of the Freedom of Information Act 2000, the Environmental Information Regulations 2004, and the Transparency Code for Smaller Authorities.

It sets out the information that Glanton Parish Council routinely makes available to the public, how it can be accessed, and whether any charge may apply.

2. Scope

The Council aims to operate openly and transparently by publishing key information wherever reasonably practicable.

As a smaller authority with income and expenditure under £25,000, the Council complies with the mandatory publication requirements of the Transparency Code for Smaller Authorities.

Information not routinely published may still be requested under the Freedom of Information Act 2000 or Environmental Information Regulations 2004.

3. Information Available

The following information is routinely published on the Council's website where reasonably practicable, or is available from the Clerk on request.

3.1 Who We Are and What We Do

- Contact details for the Clerk and councillors
- Roles and responsibilities
- Committee or working group information where applicable

3.2 What We Spend and How We Spend It

- Annual budget
- Annual accounts and AGAR documents
- List of expenditure over the Transparency Code threshold
- Grants awarded
- Asset register

3.3 How We Make Decisions

- Meeting dates and agendas
- Approved minutes

- Supporting reports and documents where appropriate

Draft minutes and draft documents remain subject to amendment until formally approved by the Council.

3.4 Our Policies and Procedures

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints Policy
- Data Protection and Privacy Policy
- Other governance and operational policies

3.5 Lists and Registers

- Register of Members' Interests (via the principal authority)
- Any other public registers required by law

3.6 The Services We Offer

- Information relating to council-owned assets, facilities, projects or services where applicable

4. Accessing Information

Most information is available electronically free of charge.

Printed copies may be requested from the Clerk. The Council may make a reasonable charge to cover printing, copying or postage costs.

The Council will make reasonable efforts to provide information in alternative formats where practicable.

Historical records may not always be available electronically.

5. Exemptions

Some information may be withheld where permitted by law, including exemptions under the Freedom of Information Act 2000, Environmental Information Regulations 2004, data protection legislation, confidentiality obligations or legal privilege.

6. Publication Timescales

The Council aims to publish information as soon as reasonably practicable following approval, receipt or publication requirements.

7. Review

This scheme will be reviewed every two years or sooner if required by changes in legislation, guidance or council operations.