ALVANLEY PARISH COUNCIL

Publication Scheme

INTROUCTION

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the 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.
- specify the information which is held by the authority and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this 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 authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.
- 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 the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
  The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

CLASSES OF INFORMATION

Class One - Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.

Class Two - **What we spend and how we spend it**. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class Three - **What our priorities are and how we are doing**. Strategy and performance information, plans, assessments, inspections and reviews.

Class Four - **How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class Five - **Our policies and procedures**. Current written protocols for delivering our functions and responsibilities.

Class Six - **Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class Seven - The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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, 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, or is difficult to access for similar reasons.

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

WRITTEN REQUESTS

Information held by a public authority 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.

CONTACT DETAILS

If you require a paper version of any information or want to ask whether information is available, please contact the council by telephone, email or letter. Contact details are set out below.

Tel: 07784 486 767

Email: clerk@alvanleyparishcouncil.gov.uk

Alternatively, you can visit our website https://alvanleyparishcouncil.gov.uk

Approved: 4th March 2026
Revised: 9th September 2026
Next Review Date: May 2027

ANNEX 1 – Published Information

Information to be Published	Where Information can be obtained	Cost (hard copy only)
Class 1 – who we are and what we do *(Organisational information, structures, locations and contacts)*		
Contact details for Parish Clerk and Council Members	Website https://alvanleyparishcouncil.gov.uk/the-council/	NIL
Who's who on the Council and its Committees	Website https://alvanleyparishcouncil.gov.uk/the-council/	NIL
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)*		
Annual return form and report by auditor	Website https://alvanleyparishcouncil.gov.uk/wp-content/uploads/2026/04/APC-AGAR-2025-26_Redacted.pdf https://alvanleyparishcouncil.gov.uk/financial-documents/	NIL
Finalised budget	https://alvanleyparishcouncil.gov.uk/wp-content/uploads/2026/05/Budget-2026-27.pdf On Parish Council website Financial Documents page:- https://alvanleyparishcouncil.gov.uk/financial-documents/	NIL
Precept	Contact the Clerk to obtain	NIL
Financial Standing Orders and Regulations	Website https://alvanleyparishcouncil.gov.uk/wp-content/uploads/2026/04/Financial-Regulation.pdf https://alvanleyparishcouncil.gov.uk/wp-content/uploads/2026/04/Standing-Orders.pdf On the website Policies and Procedures page:- https://alvanleyparishcouncil.gov.uk/policies-procedures/page/2/	NIL
Grants given and received	NONE	N/A
List of current contracts awarded and value of contract	Hard Copy	NIL
Members' Allowances and expenses	Hard Copy / electronic	NIL
Class 3 – What our priorities are and how we are doing *(Strategies and plans, performance indicators, audits, inspections and reviews)*		
Strategies and plans, performance indicators, audits, inspections and reviews, current and previousyear as a minimum		
Annual Parish Meeting Report	Website :- https://alvanleyparishcouncil.gov.uk/wp-content/uploads/2026/06/2604-APM-Minutes-Draft.pdf On Parish Councils Agendas & Minutes page:- https://alvanleyparishcouncil.gov.uk/meetings/	N/A
Strategic Plan	Website:- https://alvanleyparishcouncil.gov.uk/projects-and-initiatives/	NIL
Annual Report	Website: https://alvanleyparishcouncil.gov.uk/wp-content/uploads/2026/04/Annual-Report-2025-26.pdf On Parish Council website Financial Documents page:- https://alvanleyparishcouncil.gov.uk/financial-documents/	N/A
Neighbourhood Plan	NONE	N/A

Class 4 – How we make decisions *(Decision making process and records of decisions)*		
Timetable of meetings	Website https://alvanleyparishcouncil.gov.uk/meeting-dates/	NIL
Agendas of meetings	Website https://alvanleyparishcouncil.gov.uk/meetings/ Published on Parish Council noticeboard 3 clear days prior to the meeting	NIL
Minutes of meetings	Website https://alvanleyparishcouncil.gov.uk/meetings/	NIL
Reports presented to council meetings – **NB** this will exclude information that is properly regardedas private to the meeting.	On the website included with the Agendas :- https://alvanleyparishcouncil.gov.uk/meetings/ or via contacting the Parish Clerk	NIL
Responses to consultations papers	Contact the Clerk to obtain	Depending on size of document
Response to planning applications	All comments can be viewed at https://pa.cheshirewestandchester.gov.uk/online-applications/	NIL

Class 5 – Our Polices and procedures (*Current written protocols, policies and procedures for delivering our services and responsibilities)*		
Policies and procedures for the conduct of council business: Procedural standing orders, Code of Conduct,Policy statements	Website https://alvanleyparishcouncil.gov.uk/policies-procedures/	NIL
Policies and procedures for the provision of services and about the employment of staff: Equal opportunities policy, Health and safety policy, Complaints procedures (including those coveringrequests for information and operating the publication scheme)	Website https://alvanleyparishcouncil.gov.uk/policies-procedures/	NIL
Schedule of charges (for the publication of information)	Website https://alvanleyparishcouncil.gov.uk/policies-procedures/	NIL
Class 6 – Lists and Registers		
Assets register	Included within the Financial Summary on the website https://alvanleyparishcouncil.gov.uk/financial-documents/	NIL
Register of members' interests	Website https://alvanleyparishcouncil.gov.uk/the-council/	NIL
Register of gifts and hospitality	Hardcopy / Inspection	NIL
Class 7 – The services we offer *(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)*		
Street Furniture, seats etc	Included within the Financial Summary on the website https://alvanleyparishcouncil.gov.uk/financial-documents/	NIL