

Ladbroke Parish Council Publication Scheme

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

This scheme sets out Ufton Parish Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and if the information is also available on the Parish Council's website at:

<https://www.ladbroke-pc.gov.uk>

(This is indicated 'W' in the table in the table below.

The Council's charges for producing printed copies of this information are published at the foot of this document.

The same information can be requested by phone, e-mail or post from the Council's Clerk, Mrs J Chapman, 12 St Michaels Close, Ufton, Leamington Spa, CV33 9PA, by phone on 01926 716191 or by email at ladbrokeparishcouncil@gmail.com

Class 1 information – Who we are and what we do

(Current information only)

1.1 Contact details for the Clerk and Council members W

Class 2 information – What we spend and how we spend it

(Current and previous financial year only)

2.1 Annual return form and report by auditor W

2.2 Finalised budget W

2.3 Precept W

2.4 Financial Regulations W

2.5 Grants given and received W

2.6 List and value of current contracts awarded W

2.7 Members' allowances and expenses W

Class 3 information – What our priorities are and how we are doing

(Current and previous financial year only)

3.1 Report to Annual Parish Meeting W

Class 4 information – How we make decisions

(Current and previous financial year only)

4.1 Timetable all parish council meetings W

4.2 Agendas of meetings W

4.3 Minutes of meetings W

Class 5 information – Our policies and procedures

(Current information only)

5.1 Procedural Standing Orders	W
5.2 Councillors' code of conduct	W
5.5 Equality and diversity policy	W

Class 6 information – Lists and registers

(Current information only)

6.1 Council asset register	W
6.2 Register of Members Disclosable Pecuniary Interests	W
6.3 Register of gifts and hospitality	W

Class 7 information - Services we offer

(Current information only)

7.1 Notice boards	W
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Charges which may be made for Information published under this scheme
Material which is published and accessed on the Council's website is free of charge.

The following charges may be made for the following actual disbursements:

- printing – 6p per sheet (black and white), 10p per sheet (colour)
- photocopying – 6p per sheet
- postage – actual cost of postage
- packaging - 5p (DL envelope), 10p (A5 envelope), 20p (A4 or larger envelope)
- publications – actual cost of purchase
- the costs directly incurred as a result of viewing information

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.

Further information is available from:

Mrs J Chapman CIHM
12 St Michaels Close
Ufton
Leamington Spa
CV33 9PA
Tel 01926 716191
ladbrokeparishcouncil@gmail.com

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