



<b>Publication Scheme</b> Towlen Dyllans		CPC-CS-PS
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## 1. Purpose Mynnas

Chacewater Parish Council is committed to openness and transparency in its decision-making and the provision of its services.

This Publication Scheme sets out the information that the Parish Council routinely makes available to the public as part of its obligations under the [Freedom of Information Act 2000](#).

This Scheme operates alongside the Parish Council's Freedom of Information Policy, which explains how additional information may be requested where it is not already published.

## 2. Commitments Omriansow

Chacewater Parish Council will:

- proactively publish information wherever possible;
- make information easily accessible and understandable;
- keep published information up to date;
- provide information in alternative formats where reasonably practicable; and
- review information regularly to ensure relevance and accuracy.

## 3. Classes of information Klassyow a kedhlow

The following classes of information will be made available by Chacewater Parish Council.

### 3.1. Class 1 – Who we are and what we do

- Details of Councillors (names, roles, contact information where appropriate).
- Clerk contact details.
- Parish Council structure and committees.
- Parish information.

### 3.2. Class 2 – What we spend and how we spend it

- Annual accounts and audit returns.
- Budget information.
- Precept information.
- Payments made to suppliers.
- Financial regulations and procedures.

### 3.3. Class 3 – What our priorities are and how we are doing

- Parish plans and strategic documents.
- Policies and procedures.
- Annual reports.

### 3.4. Class 4 – How we make decisions

- Agendas, minutes, and reports.
- Consultation documents.
- Responses to consultations.



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### 3.5. Class 5 – Our policies and procedures

- Standing Orders.
- Code of Conduct.
- Financial Regulations.
- Complaints Procedure.
- Data Protection and GDPR Policy.
- Risk Management documents.
- Other governance policies.

### 3.6. Class 6 – Lists and registers

- Register of Members' Interests.
- Asset Register.
- Other statutory registers where applicable.

### 3.7. Class 7 – Services we offer

- Information about services provided by the Parish Council.
- Community facilities and assets.
- Grants and funding opportunities.

## 4. Methods of access Methodys a hedhas

Information will be made available:

- via the Parish Council's website (primary method);
- by email on request; and
- in hard copy where appropriate.

Where possible, information will be provided in accessible formats.

## 5. Charges Kostow

Chacewater Parish Council aims to make information available free of charge wherever possible.

However, reasonable charges may apply for:

- printing and photocopying;
- postage; or
- large or complex requests.

Any charges will be communicated in advance.

## 6. Freedom of Information requests Govynnow Rydhses Kedhlow

This Publication Scheme is designed to reduce the need for formal requests.

Where information is not available through this Scheme, requests may be made under the Parish Council's Freedom of Information Policy.

The Parish Council will:

- direct applicants to published information where available; and
- assist applicants in accessing information.

Where possible, information will be provided in the format requested.



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## 7. Exempt information Kedhlow eksludys

Some information may not be published where exemptions apply under legislation, including:

- personal data;
- confidential or commercially sensitive information; and
- legally privileged information.

Such information may still be requested and will be considered in accordance with the Council's Freedom of Information Policy.

## 8. Responsibilities Omgemeryansow

**The Clerk** is responsible for maintaining and updating this Scheme.

**Chacewater Parish Council** is responsible for ensuring compliance.

## 9. Review Daswel

This Policy will be reviewed:

- annually; or
- following changes in legislation, guidance or Council practice.