



Publication Scheme & Guide to Information

Adopted: Trialled 2025 -2026. Final version approved 13/04/2026

Review Date: 12/04/2027

1. Introduction

Davenham & Bostock Parish Council has adopted the Model Publication Scheme in accordance with the Freedom of Information Act 2000.

This document sets out the information that the Council routinely makes available to the public and how it can be accessed.

2. How to Access Information

Information can be accessed:

- On the Council's website: <https://www.davenhamandbostockpc.org.uk/>
- By contacting the Clerk:
 - Email: clerk@davenhamandbostockpc.org.uk
 - Address: 28 Mount Pleasant Road, Davenham CW9 8JG

Some information may be available in hard copy upon request.

3. Classes of Information

The following classes of information are published or available on request.

Class 1 – Who We Are and What We Do

- Councillor names and contact details
- Roles and responsibilities
- Committees and structure

Class 2 – What We Spend and How We Spend It

- Annual budgets
 - Precept information
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- Financial statements and audit reports
- Payments over £100 (where applicable)

Class 3 – What Our Priorities Are and How We Are Doing

- Plans and strategies
- Annual reports

Class 4 – How We Make Decisions

- Agendas and minutes of council meetings
- Reports presented to council

Class 5 – Our Policies and Procedures

- Standing Orders
- Financial Regulations
- Data Protection Policy
- IT & Information Security Policy
- Records Retention Policy
- Complaints procedures
- Code of Conduct

Class 6 – Lists and Registers

- Asset register
- Register of members' interests

Class 7 – The Services We Offer

- Information about services provided by the Council
- Parks, play areas, walkways.

4. Charges

Most information is available free of charge via the website.

Charges may apply for:

- Printing or photocopying
- Postage costs

Any charges will be reasonable and in line with statutory guidance.



5. Requests for Information

If the information you require is not included in this scheme, you may submit a request under the Freedom of Information Act.

Requests should be made in writing to the Clerk.

6. Data Protection

Personal data will be handled in accordance with the Council's Data Protection Policy and Privacy Notice.

Information containing personal or confidential data may be redacted where appropriate.

7. Review

This Publication Scheme will be reviewed annually.

Version Control

Version	Date	Changes	Approved By
1.0	[13/04/2026]	Initial version	Davenham & Bostock Parish Council