

Adopted by Alnmouth Parish Council at its Meeting held on 12<sup>th</sup> May 2026:  
Minute 27/26

Review Date: May 2027

## ALNMOUTH PARISH COUNCIL

### Information available under the Freedom of Information Act Model Publication Scheme (MPS)

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published                                                                                                                                                 | How the information can be obtained | Cost     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br>This will be current information only                     | Hard copy, email or website         | 5p/sheet |
| List of Council members and their responsibilities as well a list of Council Committees                                                                                     | Hard copy, email or website         | 5p/sheet |
| Details of any representation on local public bodies                                                                                                                        |                                     |          |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers and email addresses (if used))                                   | Hard copy, email or website         | 5p/sheet |
| Staffing structure                                                                                                                                                          | Hard copy                           | 5p/sheet |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) | Hard copy, email                    | 5p/sheet |
| Information for current and previous financial year and dated back to 2013/14                                                                                               | Website only to 2022-23             |          |
| Statement of accounts and internal audit report in the format included in the Annual Return for current year back to 2023/24                                                | Hard copy, email                    | 5p/sheet |
| For current year and dated back to 2017/18                                                                                                                                  | Website only to 2022-23             |          |
| Finalised budget                                                                                                                                                            | Hard copy, email                    | 5p/sheet |
| Precept                                                                                                                                                                     | Hard copy, email                    | 5p/sheet |
| Borrowing Approval letter                                                                                                                                                   | Not applicable.                     |          |
| Financial Standing Orders and Regulations                                                                                                                                   | Hard copy, email, website           | 5p/sheet |
| Grants given and received                                                                                                                                                   | Hard copy, email                    | 5p/sheet |

|                                                                                                                                                                                                                                  |                                                                                 |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------|
| List of current contracts awarded and value of contract                                                                                                                                                                          | None in place                                                                   |          |
| Members' allowances and expenses                                                                                                                                                                                                 | Not applicable except occasional travel and stationary items                    |          |
| <b>Class 3 – What our priorities are and how we are doing</b><br>Strategies and plans, performance indicators                                                                                                                    | Not applicable                                                                  |          |
| Audits, inspections and reviews                                                                                                                                                                                                  | Hard copy, email                                                                | 5p/sheet |
| Annual governance statement in format included in the Annual Return form dated back to 2017/18                                                                                                                                   | Hard copy, email                                                                | 5p/sheet |
| Parish Plan                                                                                                                                                                                                                      | Not applicable                                                                  |          |
| Annual Report to Parish or Community Meeting<br>Dated back to 2013                                                                                                                                                               | Hard copy, email                                                                | 5p/sheet |
| Quality status                                                                                                                                                                                                                   | Not applicable                                                                  |          |
| Local charters drawn up in accordance with DLUHC's guidelines                                                                                                                                                                    | None in place                                                                   |          |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant                               | None in place                                                                   |          |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)                                                                                                                                   | Not applicable                                                                  |          |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)                                                                                                                                     | Hard copy, email, website                                                       | 5p/sheet |
| Agendas of meetings (as above)                                                                                                                                                                                                   | Hard copy, email and on village notice board 3 clear days in advance of meeting | 5p/sheet |
| Minutes of meetings (as above) n.b. this will exclude information that is property regarded as private to the meeting.                                                                                                           | Hard copy, email or<br>Website (only to 2021)                                   | 5p/sheet |
| Reports presented to council meetings – n.b. this will exclude information that is property regarded as private to the meeting.                                                                                                  | Hard copy, email                                                                | 5p/sheet |
| Responses to consultation papers                                                                                                                                                                                                 | Hard copy, email                                                                | 5p/sheet |
| Responses to planning applications                                                                                                                                                                                               | Hard copy, email                                                                | 5p/sheet |
| Bye-laws                                                                                                                                                                                                                         | None in place                                                                   |          |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only                                                | (hard copy or website)                                                          |          |
| Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Code of Conduct</li> </ul> | Hard copy, email or website (where applicable)                                  | 5p/sheet |

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| <ul style="list-style-type: none"> <li>Policy statements</li> </ul>                                                                                                                                                                                                                                                                                                            |                                                                              |          |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>Equality and diversity policy</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> | Hard copy, email or website (where adopted)                                  | 5p/sheet |
| <p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection policies</p>                                                                                                                                                                    | Hard copy, email or website (where adopted)                                  | 5p/sheet |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>                                                                                                                                                                                                                                                                              | Hard copy or email                                                           | 5p/sheet |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)                                                                                                                                                                                                                                           | Hard copy or email                                                           | 5p/sheet |
| Assets register, including details of public land and building assets                                                                                                                                                                                                                                                                                                          | Hard copy or email (some information may only be available for inspection)   | 5p/sheet |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice                                                                                                                                                                                                                                                | Apply to Clerk.                                                              |          |
| Register of members' interests                                                                                                                                                                                                                                                                                                                                                 | Hard copy or website                                                         | 5p/sheet |
| Register of gifts and hospitality                                                                                                                                                                                                                                                                                                                                              | Hard copy or website                                                         | 5p/sheet |
| <p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>                                                                                                                                                            | Hard copy or website; (some information may only be available by inspection) | 5p/sheet |
| Allotments                                                                                                                                                                                                                                                                                                                                                                     | None                                                                         |          |
| Burial grounds and closed churchyards                                                                                                                                                                                                                                                                                                                                          | None                                                                         |          |
| Community centres and village halls                                                                                                                                                                                                                                                                                                                                            | None                                                                         |          |
| Parks, playing fields and recreational facilities                                                                                                                                                                                                                                                                                                                              | Hard copy or email                                                           | 5p/sheet |
| Seating, litter bins, clocks, memorials and lighting                                                                                                                                                                                                                                                                                                                           | Details are available on the website and asset register                      |          |
| Bus shelters                                                                                                                                                                                                                                                                                                                                                                   | Details are available on the website and asset register                      |          |
| Markets                                                                                                                                                                                                                                                                                                                                                                        | None                                                                         |          |
| Public conveniences                                                                                                                                                                                                                                                                                                                                                            | Managed by the County Council                                                |          |
| Agency agreements                                                                                                                                                                                                                                                                                                                                                              | Not applicable                                                               |          |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees)                                                                                                                                                                                                                                                                                 | None                                                                         |          |

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| <b>Additional Information</b><br>Information not itemised in the lists above |  |  |
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## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>                                                 |
|--------------------------|----------------------------------------------|------------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ ..p per sheet (black & white) | Actual cost *                                                          |
|                          | Photocopying @ ..p per sheet (colour)        | Actual cost                                                            |
|                          |                                              |                                                                        |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
|                          |                                              |                                                                        |
| <b>Statutory Fee</b>     |                                              | In accordance with the relevant legislation (quote the actual statute) |
|                          |                                              |                                                                        |
| <b>Other</b>             |                                              |                                                                        |
|                          |                                              |                                                                        |

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