

Drayton Bassett Parish Council Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Who's Who on the Parish Council	Your Councillors - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Contact Details for the Parish Clerk and Members	Your Councillors - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Location of the main office and accessibility details	The Parish Clerk works from home but can be contacted by email: parishclerk@draytonbassett-pc.gov.uk or by telephone: 07703 647 883. Monthly meetings are held in the Sports Pavilion, Village Park, Rectory Close, Drayton Bassett, B78 3UH. This building has a slight step up to gain entry.	
Staffing Structure	The Parish Council has one part time (22 hours per month) parish clerk.	
Class 2 – What we spend and how we spend it		
Annual Return Form and report by the Internal Auditor	Financial Reports - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Finalised Budget	Financial Reports - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Precept	Financial Reports - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Borrowing Approval Letter	N/A	
Financial Regulations	Policy Documents - Drayton Bassett Parish Council	FOC
Grant given and received	Financial Reports - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Payments made by the council	Financial Reports - Drayton Bassett Parish Council	FOC
Members allowances and expenses	The Councillors currently do not claim any allowance for their work although verified expenses are covered.	

Class 3 – What our priorities are and how we are doing		
Neighbourhood Plan	There is no Neighbourhood Plan for Drayton Bassett.	
Quality Status	The parish council is currently working towards Foundation Level status.	

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Class 4 – How we make decisions		
Timetable of meetings	The meetings are held on the 3 rd Tuesday of every month EXCEPT August and December. Additional meetings may be called for specific items requiring consideration. In addition there is the Annual Parish Council meeting which is held in May each year.	
Agendas of Meetings	Meetings & Minutes - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Minutes of meetings <i>(not including any information that has been deemed as private to the meeting)</i>	Meetings & Minutes - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Reports presented to the council meetings <i>(not including any information that has been deemed as private to the meeting)</i>	Meetings & Minutes - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Responses to consultation papers	Not currently published on the website. Information is in the minutes or held by the Parish Clerk.	
Responses to planning applications	Detailed in the minutes of monthly meeting: Meetings & Minutes - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC

Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		
Standing Orders	Policy Documents - Drayton Bassett Parish Council	FOC
Committee and subcommittee terms of reference	The parish council does not currently have any committees or sub committees.	

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Delegated authority in respect of the Parish Clerk	The authority of the parish clerk is in the Standing Orders and Financial Regulations and scheme of Delegation Policy Documents - Drayton Bassett Parish Council .	FOC
Members Code of Conduct	Policy Documents - Drayton Bassett Parish Council	
Recruitment Policies (including any vacancies)	Councillor vacancies are published on the website and on local notice boards as and when they appear. Parish Clerk vacancies are advertised on local notice boards and on the web site in addition to being advertised through the Staffordshire Parish Councils Association.	FOC
Policies and procedures for handling requests for information	Any FOI request or general request for information should be emailed to the Parish Clerk parishclerk@draytonbassett-pc.gov.uk	
Complaints procedures (including those covering request for information and operating the publication scheme)	Policy Documents - Drayton Bassett Parish Council	
Information security policy	The Parish Council does not hold details of individuals other than the Parish Clerk and the Councillors. Any details of individuals held i.e. during a survey, are held until the statistics have been verified and then the details are deleted. All other documents are held in according with national guidelines.	

Records management policies (records retention, destruction, archives)	Policy Documents - Drayton Bassett Parish Council	FOC
Data protection policies	Policy Documents - Drayton Bassett Parish Council	
Schedule of Charges	The parish council information is available via website or email and therefore free of charge. A reasonable charge will be made for any photocopying /	15 p per sheet for

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	printing required at a cost of 15 pence per sheet.	printing
Class 6 – Lists and Registers		
Assets Register	Financial Reports - Drayton Bassett Parish Council	FOC
Register of Members Interests	Your Councillors - Drayton Bassett Parish Council (draytonbassett-pc.gov.uk)	FOC
Register of gifts and hospitality	To date no gifts have been received.	
Class 7 – The services we offer		
Advice and Guidance	Home - Drayton Bassett Parish Council or via email to the Parish Clerk: parishclerk@draytonbassett-pc.gov.uk	FOC
Media Releases	Home - Drayton Bassett Parish Council and through our Facebook Page: DraytonBassettParishCouncil	FOC
Summary of services we provide	Home - Drayton Bassett Parish Council	FOC

Adopted September 2026

Next review Sept 2028