

PARISH INFORMATION - MODEL PUBLICATION SCHEME

It is a duty for parishes, under the Freedom of Information Act, to publish information to the public. This Parish Council adopted the Model Publication Scheme at the meeting held on 16th December 2008 and it was reviewed and updated on 27th June 2015.

We are committed to making information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us.

Our scheme for publishing information (either in print or on the web) commits us:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public

In accordance with the provisions of the Freedom of Information Act 2009 the scheme specifies the classes of information as detailed below. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

The information contained in each class is available by inspection at the Council offices which are open Mondays and Tuesdays 9.30am and 4.30pm. Telephone 01273 844733. Any requests for information will be responded to within 21 days.

Class 1: Who we are and what we do

- Who's who on the Council and its Committees – see website
- Location of main Council Offices and accessibility details- see website
- Staffing structure- The Parish Council has two employees, a Clerk and Responsible Financial Officer and a Groundsman

Class 2: What we spend and how we spend it

- Annual return form and report by auditor- see website
- Finalised budget-see website
- Precept- see website
- Financial Regulations-on application
- Grants given and received-on application
- List of current contracts awarded and value of contract- see website

- Members' allowances and expenses -No councillors is paid an allowance

Class 3: What our priorities are and how we are doing

- Parish Plan -see Neighbourhood Plan on website
- Annual Report to Parish Meeting- See website
- Local charters drawn up in accordance with DCLG guidelines-on application

Class 4: How we make decisions

- Timetable of meetings-see website
- Agendas of meetings-see website
- Minutes of meetings-see website
- Reports presented to council meetings-see website
- Responses to consultation papers-see website
- Responses to planning applications-see website

Class 5: Our policies and procedures

- Policies and procedures for the conduct of council business:
 - Procedural standing orders-see website
 - Committee and sub-committee terms of reference-see website
 - Delegated authority in respect of officers-on application
 - Code of Conduct-on application
 - Policy Statements-on application
- Policies and procedures for the provision of services and about the employment of staff:
 - Equality and diversity policy- on application
 - Health and safety policy-on application
 - Policies and procedures for handling requests for information-on application
 - Complaints procedures (including those covering requests for information and operating the publication scheme)- see website
- Records management policies (records retention, destruction and archive)-on application
- Data protection policies-on application
- Schedule of charges (for the publication of information - see below)

Data Protection

Where we handle personal information about individuals we have a number of legal obligations to protect that information under the Data Protection Act 1998. We are registered as a data handler with the Information Commissioners Office. (Registration Number Z163109X). All queries should be directed to the Clerk of the Council.

Class 6: Lists and Registers

- Assets register-on application
- Disclosure log-on application
- Register of members' interests-see website

• Class 7: The services we offer

- Playgrounds, playing fields and recreation facilities

- Seating, litter bins, memorials and lighting
- Burial Ground

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.
- All commercially sensitive information eg quotations and tenders, loan documentation and insurance policies.

Schedule of Charges

A charge of 10p per copy has been agreed by the Council and adopted 27th June 2016 along with any actual postage costs.