

Freedom of Information and Model Publication Scheme

The table below details information that the Parish Council can provide in order to meet its commitments under the model publication scheme.

Before a request is made for information, it may be helpful to see if the information required is already available on the Parish Council website. For instance, Parish Council decisions, spend and planning responses can be found in the council's minutes.

Please note that the Parish Council's information is available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Who we are and what we do

<u>Information to be published</u>	<u>How the information can be obtained</u>
Who's who on the Council and its Committess	Published on the website
Contact details for Parish Clerk and Council members	Published on the website Displayed on the Parish Council Notice Board
Location of main Council office and accessibility details	The Parish Council does not have an office but contact details of the Parish Clerk and publicised on the website.
Staffing Structure	The Parish Council has one part time employee, the Parish Clerk

What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

<u>Information to be published</u>	<u>How the information can be obtained</u>
Annual return form and report by auditor	Published on the website Displayed on the Parish Council Notice Board
Finalised Budgets	Published on the website Displayed on the Parish Council Notice Board
Precept	Published on the website
Borrowing Approval Letter	Not Applicable

Financial Standing Orders and Regulations	Published on the website
Grants given and received	Published on the website
List of current contracts awarded and value of contract	Available on request by email
Members' allowances and expenses	Not applicable

What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

<u>Information to be published</u>	<u>How the information can be obtained</u>
Parish Plan	Not applicable
Annual Report to Parish or Community Meeting	Published on the website
Quality status	Not applicable

How we make decisions

<u>Information to be published</u>	<u>How the information can be obtained</u>
Timetable of meetings	Published on the website Displayed on the Parish Council Notice Board
Agendas of meetings	Published on the website Displayed on the Parish Council Notice Board
Minutes of meetings n.b this will exclude information that is properly regarded as private to the meeting.	Published on the website Displayed on the Parish Council Notice Board
Reports presented to council meetings	Not applicable
Responses to consultation papers	Published on the website
Responses to planning applications	Recorded in the minutes, available on the website
Bye-laws	Not applicable

Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

<u>Information to be published</u>	<u>How the information can be obtained</u>
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Published on the website
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Published on the website
Information security policy	Not applicable
Records management policies (records retention, destruction and archive)	Not applicable
Data protection policies	Published on the website
Schedule of charges (for the publication of information)	As below, final item

Lists and Registers

<u>Information to be published</u>	<u>How the information can be obtained</u>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable
Assets register	Published on the website
Disclosure log (indicating the information that has been provided in response to requests)	Available on request by email
Register of members' interests	Available on the website
Register of gifts and hospitality	Available on request by email

The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

<u>Information to be published</u>	<u>How the information can be obtained</u>
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	The parish council does not have a community centre or village hall
Parks playing fields and recreational facilities	The parish council does not have a park, playing field or recreational facility
Seating, litter bins, clocks, memorials and lighting	Available on request by email
Bus shelters	Available on request by email
Public conveniences	Not applicable
Markets	Not applicable
Agency agreements	Not applicable
Services for which the council is entitled to recover a fee, together with those fees (e.g burial fees)	Not applicable

Contact details:

Rebecca Hathaway-White (Parish Clerk)

Tel: 07802 679457

Email:

Schedule of Charges

Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available in which case the Clerk's time will be charged at £15.00 per hour (pro rata).

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost of printing ink and paper and postage

	Photocopying @ 50p per sheet (colour) Postage	
Statutory Fee	Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required	In accordance with the relevant legislation
Other	Clerk's time involved in gathering information, photocopying etc.	Actual cost £15 per hour (pro-rata)

Adopted	05/08/2025 Minute Ref 25/51
Reviewed	
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