

The information available from Gretton Parish Council under the model publication scheme

The Freedom of Information Act provides public access to recorded information held by Parish Councils. It does this in two ways:

- Parish Councils are obliged to publish certain information about their activities;
- members of the public are entitled to request information from Parish Councils.

This document details the information that the Information Commissioner’s Office (ICO) expect Parish Councils to provide in order to meet their commitments under the model publication scheme. The ICO expects Parish Councils to make the information in this definition document available unless:

- it does not hold the information
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exemptions, 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 authority must provide a direct link to that information.
- the information is archived, out of date or otherwise inaccessible; or,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.

Information to be published	How the information can be obtained	Cost Per single A4 sheet
<p>Class 1 - Who we are and what we do (Organisational information, structures, and contacts)</p> <p>This will be current information only</p>		
Who’s who on the Council and its Committees	Noticeboard Hard Copy Website	Free 20p Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Noticeboard Hard Copy Website	Free 20p Free
Accessibility Statement	Hard Copy Website	20p Free
Staffing Structure	N/A	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Annual Governance and Accountability Returns (AGAR)	Hard Copy Website	20p Free
Finalised budget	Hard Copy Website	20p Free
Precept	Hard Copy Website	20p Free
Financial Standing Orders and Regulations	Hard Copy Website	20p Free
Grants given and received	Hard Copy	20p
List of current contracts awarded and value of the contract	Hard Copy	20p
Members' allowances and expenses	Hard Copy	20p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Gretton Neighbourhood Plan	Hardcopy Website	20p Free
Annual Report to Parish (current and previous year as a minimum)	Noticeboard Hard Copy Website	Free 20p Free
Quality Status	N/A	
Local charters drawn up in accordance with DCLG (Department for Communities and Local Government) guidelines	N/A	

Class 4 – How we make decisions (Decision-making processes and records of decisions). Current and previous council year as a minimum.		
A timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Website/Email Hard Copy	Free 20p
Agendas of meetings (as above)	Website/Noticeboard Hard Copy Email	Free 20p Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as confidential to the meeting.	Website/Noticeboard Hard Copy Email	Free 20p Free
Responses to Consultation papers	In Minutes (website/noticeboard) Hard copy	Free 20p
Responses to planning applications	In Minutes (website/noticeboards) Hard copy	Free 20p
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only		

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Committee and sub-committee Terms of Reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard Copy Website</p>	<p>20p Free</p>
<p>Policies and procedures for the provision of services and the employment of staff:</p> <p>Internal policies relating to the delivery of services Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard Copy Website</p>	<p>20p Free</p>
<p>Records and Management of Policies (records retention, destruction and archive)</p>	<p>Hard copy Website</p>	<p>20p Free</p>
<p>Data protection policies</p>	<p>Hard copy Website</p>	<p>20p Free</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy Website</p>	<p>20p Free</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only Any publicly available register or list (if any are held this will be publicised; circumstances existing access provisions will suffice)</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Assets Register</p>	<p>Hard Copy Website</p>	<p>20p Free</p>
<p>Register of Members’ Interests</p>	<p>Hard Copy</p>	<p>20p</p>

	Website	Free
Register of Gifts and Hospitality	Hard Copy Website	20p Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or some information may only be available by inspection)	
Pocket Park	Hard Copy	20p
Burial grounds and closed churchyards	N/A	
Community Centres and Village Halls	N/A	
Parks, Playing Fields and Recreational Facilities	Hard copy	20p
Allotment Agreements	Hard copy	20p

Contact details:

The Clerk

Mrs Jackie Clark

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost *	Photocopying @ 20p per sheet (black & white)	Actual cost, plus Clerk's time.
	Postage	The actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Approved at the meeting held on 11th July 2022. To be reviewed every 2 years.

Minute reference XXX

Signed _____
Chair, Gretton Parish Council

DRAFT