

HORRABRIDGE PARISH COUNCIL

Publication Scheme

Horrabridge Parish Council aims to be an open and fair organisation, and welcomes enquiries from members of the public.

Any member of the public wishing to apply for information relating to the Parish Council under the Freedom of Information Act is entitled to do so. The public has a right to know certain information from public authorities and it is the Parish Council's responsibility to make it available.

To request information a member of the public should write to the Clerk stating their name, address and a description of the information requested. The person making the request can ask to receive a copy of the information, a summary of it, or they can come and inspect it themselves. Once the Parish Council receives a written request it has 20 working days in which to respond.

There are a number of exemptions in the Freedom of Information Act which may mean that the requesting person does not receive the information, for the list see www.legislation.gov.uk. The Parish Council is still obligated to respond within 20 working days and should explain why it is not able to disclose the information.

There are also some financial limitations to a request. If the Parish Council intends to charge a fee for the information it must notify the person concerned within 20 working days. Horrabridge Parish Council charges 10p per page for black and white print, 20p per page for colour prints and £8.61 per hour to cover location and extraction of the information, the first hour is not charged. The Parish Council can estimate the cost of providing the information by determining whether it holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs time for considering whether the information is exempt, removing exempt information or copying/sending the information.

Chairman:

Date: February 2019

Information available from Horrabridge Parish Council under the Model Publication Scheme – January 2019

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hardcopy/website	10p/free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hardcopy/website	10p/free
Location of main Council office and accessibility details	Website	
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hardcopy/website	10p/free
Finalised budget	Hardcopy	10p
Precept	Hardcopy	10p
Financial Standing Orders and Regulations	Hardcopy/website	10p/free
Grants given and received	Hardcopy	10p
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Hardcopy (if applicable)	10p
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy/website	10p/free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<p>Class 4 – How we make decisions (Decision making processes and records of</p>		

decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/ sub-committee meetings and parish meetings)	Hardcopy/website	10p/free
Agendas of meetings (as above)	Hardcopy/website	10p/free
Minutes of meetings (as above) – n. b. this will exclude information that is properly regarded as private to the meeting.	Hardcopy/website	10p/free
Reports presented to council meetings – n. b. this will exclude information that is properly regarded as private to the meeting.	Hardcopy/website	10p/free
Responses to consultation papers	Hardcopy	10p
Responses to planning applications	Hardcopy/DNP planning portal via their website	10p/free
Bye-laws	Hardcopy	10p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business: Procedural Standing Orders Committee and sub-committee terms of reference Planning Advisory Panel Terms of Reference Delegated authority in respect of officers Code of Conduct Policy statements	Hardcopy/website Hardcopy/website Hardcopy/website Hardcopy Hardcopy/website Hardcopy (if applicable) or website	10p/free 10p 10p/free 10p 10p/free 10p/free
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy 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)	(All if available) Hardcopy/website Hardcopy/website Hardcopy/website Hardcopy/website	 10p 10p 10p/free 10p/free 10p/free
Data protection policies	Hardcopy/website	10p/free
Schedule of charges (for the publication of information)	Hardcopy/website	10p/free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hardcopy/Inspection Only	10p/free
Assets register	Hardcopy/website	10p/free
Register of members' interests	Hardcopy/website/	10p/free

	WDBC website	
Register of gifts and hospitality	Hardcopy (if applicable)	10p
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		
Allotments	Website	
Burial grounds and closed churchyards	Website/Funeral Directors	
Village halls	Website	
Parks, playing fields and recreational facilities	Hardcopy	10p
Seating, litter bins, clocks, memorials and lighting	Hardcopy	10p
Bus shelters		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy (if applicable)	10p
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Ms Shane Honey
Clerk to the Parish Council

Tel: 01822 854045
Email: clerk@horrabridge-pc.gov.uk

N.B. The Parish Clerk is employed for 12.5 hours per week on a flexible basis; those hours include attendance at Parish Council meetings

Hardcopies can be obtained from the Parish Clerk; however payment is required before any hardcopy information can be supplied.

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	
Other	£8.61 per hour (not including; the first hour, consideration of whether information is exempt, removing exempt information, copying/sending the	Actual cost per hour*

	information)	

* Actual cost incurred by the public authority