



Information available from Puxton Parish Council under the model publication scheme

This template examples the kinds of information needed to meet the requirements of the model publication scheme.

The Parish Council will make the information indicated in this document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA 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 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- the information is archived, out of date or otherwise inaccessible; or,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.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights, are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Parish/Community Council template guide to information

Version 2
20140612

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts - Councils should already be publishing as much information as possible about how they can be contacted.)</i> This will be current information only.</p>	Website	
Who's who on the Council and its Committees	Website. - PPC has no Committees at present	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Puxton does not have a Parish office	
Staffing structure	Single employee – the Clerk	
<p>Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> Current and previous financial year as a minimum</p>	(hard copy or website) Website.	
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/a	

Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
List of current contracts awarded and value of contract	Website	
Members' allowances and expenses	Website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Current and previous year as a minimum	Website	
Parish Plan (current and previous year as a minimum)	N/a	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website	
Quality status	N/a	
Local charters drawn up in accordance with DCLG guidelines	N/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum	Website	
Timetable of meetings	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	

Responses to consultation papers	Website	
Responses to planning applications	Website as part of minutes	
Bye-laws	N/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All on website where applicable to Council	
Policies and procedures for the provision of services and about the employment of staff: 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)		
Information security policy		
Records management policies (records retention, destruction and archive)	N/a	
Data protection policies	N/a	
Schedule of charges (for the publication of information)		

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register		
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Available on Parish website	
Register of gifts and hospitality	N/a	
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 website; some information may only be available by inspection)	
Allotments	N/a	
Burial grounds and closed churchyards	N/a	
Community centres and village halls	Village hall information on website	
Parks, playing fields and recreational facilities	N/a	
Seating, litter bins, clocks, memorials and lighting	N/a	
Bus shelters	N/a	
Markets	N/a	
Public conveniences	N/a	

Agency agreements	N/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/a	
Additional Information Published information that is not itemised above	None	

Contact details: The Parish Clerk clerk@puxtonparishcouncil.org.uk Details of individual Councillors are published on the website.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Not available in colour at present
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		N/a

* the actual cost incurred by the public authority

Reviewed and Adopted 3rd March 2016