



Information available from Alresford Parish Council under the publication scheme

This guidance gives examples of the kinds of information that we would expect Parish Councils to provide in order to meet their commitments.

We would expect 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 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- the information is archived, out of date or otherwise inaccessible; or,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 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".

Information to be published	How the information can	Cost
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	be obtained	Website – Free Hardy copy – 10p per sheet
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>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>	<p>(hard copy or website)</p> <p>Notice Board/website</p>	Free/10p per sheet
Who's who on the Council and its Committees	Website/notice board	Free/10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/notice board	Free/10p per sheet
Location of main Council office and accessibility details	Website/notice board	Free/10p per sheet
Staffing structure	On request	
<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>	<p>(hard copy or website)</p> <p>Annual Report. Minutes of meetings.</p>	Free/Cost of annual reports on request.

Annual return form and report by auditor	Notice Board/Website/RFO	Free/10p per sheet
Finalised budget	Minutes/Clerk	Free/10p per sheet
Precept	Minutes/Clerk	Free/10p per sheet
Borrowing Approval letter	On request	
Financial Standing Orders and Regulations	Website/Clerk	Free/10p per sheet
Grants given and received	Minutes/Clerk	Free/10p per sheet
List of current contracts awarded and value of contract	Minutes/Clerk	Free/10p per sheet
Members' allowances and expenses	Minutes/Clerk	Free/10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	Free/Cost of annual report on request
Parish Plan (current and previous year as a minimum)	Project Group/Clerk	Free/10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes/Clerk	Free/10p per sheet
Quality status	Clerk	Free/10p per sheet
Local charters drawn up in accordance with DCLG guidelines		
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		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Notice Board/Clerk	Free
Agendas of meetings (as above)	Website/Notice Board	Free/10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/Clerk	Free/10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Brief details – web site/Advertiser/notice board. Full details from Clerk	Free/10p per sheet
Responses to consultation papers	Clerk	10p per sheet
Responses to planning applications	Advertiser/web site/notice board/clerk	Free/10p per sheet
Bye-laws	Clerk	10p per sheet
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	Website/Clerk	Free/10p per sheet

Code of Conduct Policy statements		
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)	See Standing Orders – Website Website/Clerk Clerk	
Information security policy	Clerk	
Records management policies (records retention, destruction and archive)	Clerk	
Data protection policies	Clerk	
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)	Website/Clerk	
Assets register	Website/Clerk	

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	Clerk	
Register of gifts and hospitality	Clerk	
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	Clerk	
Burial grounds and closed churchyards	Church Warden	
Community centres and village halls	Alresford Village Hall Management Committee	
Parks, playing fields and recreational facilities	Clerk	
Seating, litter bins, clocks, memorials and lighting	Clerk	
Bus shelters	Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Clerk	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Parish Clerk/RFO, The Pavilion, Ford Lane, Alresford, Essex, CO7 8AT
Tel: 01206 615117 Email: alresfordpc@outlook.com/rfoapcessex@outlook.com

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Document Review: April 2023
Next review: April 2024

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Policy adopted April 2020

Policy reviewed April 2023

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