

Payhembury Parish Council

Freedom of Information - Information available under the Model Publication Scheme

This document should be viewed in conjunction with the Payhembury Parish Council Freedom of Information policy and the Model Publication Scheme.

This document is based on the template for Information available under the Model Publications Scheme (V2, 20140612) provided by the Information Commissioner's Office. All sections in the template have been retained, with those not relevant to Payhembury Parish Council greyed out and those for which information is not currently available in italics. Information in italics is considered relevant for Payhembury Parish Council and will be made available as soon as practical. Columns 2 and 3 contain details on how the information can be obtained and the cost where applicable.

The latest versions of all three documents will be available via the Parish Council's website. Further information about Freedom of Information can be found via the Information Commissioner's website - <https://ico.org.uk/> - which also provides information on GDPR.

Parish/Community Councils are expected to make the information 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- the information is archived, out of date or otherwise inaccessible; or,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.

Further types of information may also be made available on a routine basis where appropriate, normally via the Parish Council website. They may be listed under Additional Information in this document 7 if relevant to do so.

Adopted: 8th January 2020
Reviewed:
Next review date: January 2021

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Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	n/a	
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 return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website	Free
<i>Grants given and received</i>	<i>Website</i>	<i>Free</i>
<i>List of current contracts awarded and value of contract</i>	<i>Hard copy</i>	<i>10p per sheet</i>
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

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Current and previous year as a minimum		
<i>Parish Plan (current and previous year as a minimum)</i>	<i>Website</i>	<i>Free</i>
<i>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</i>	<i>Website</i>	<i>Free</i>
<i>Quality status</i>	??	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
<i>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</i>	<i>Website</i>	<i>Free</i>
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	If applicable will be listed in minutes	
Responses to consultation papers	If applicable will be listed in minutes	
<i>Responses to planning applications</i>	<i>Website</i>	<i>free</i>
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		
Policies and procedures for the conduct of council business:		

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Procedural standing orders	Website	Free
Committee and sub-committee terms of reference	n/a	
<i>Delegated authority in respect of officers</i>	<i>Website</i>	
Code of Conduct	Website	Free
<i>Policy statements</i>	<i>Website</i>	
<i>Policies and procedures for the provision of services and about the employment of staff:</i>	<i>Website when available (most currently being written)</i>	<i>Free</i>
<i>Internal instructions to staff and policies relating to the delivery of services</i>		
<i>Equality and diversity policy</i>		
<i>Health and safety policy</i>		
<i>Recruitment policies (including current vacancies)</i>		
<i>Policies and procedures for handling requests for information</i>		
<i>Complaints procedures (including those covering requests for information and operating the publication scheme)</i>		
<i>Information security policy</i>	<i>Website</i>	<i>Free</i>
<i>Records management policies (records retention, destruction and archive)</i>	<i>Website</i>	<i>Free</i>
<i>Data protection policies</i>	<i>Website</i>	<i>Free</i>
<i>Schedule of charges (for the publication of information)</i>	<i>Website</i>	<i>Free</i>
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Please note 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)	n/a	
Assets register	Website	Free

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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)	n/a	
Register of members' interests	Website	Free
<i>Register of gifts and hospitality</i>	<i>Hard copy</i>	<i>10p per sheet</i>
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	Please note some information may only be available by inspection	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
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 This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Class 2 – CIL report (from 2019/20 report onwards)	Website	Free

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Contact details:

Parish Clerk:
Mrs Dawn Chamberlain
c/o Rose Cottage
Payhembury
Honiton
Devon
EX14 3HR

01404 841773 (with answerphone) / 07367784874 (during working hours only)

payhemburypc@googlemail.com

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)	Cost to cover paper, toner cartridge and machine
	Photocopying @ ..p per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

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