

# Payhembury Parish Council

## Information available under the Freedom of Information Act Model Publication Scheme

This document should be viewed in conjunction with the Payhembury Parish Council Freedom of Information policy and the Information Commissioner's Office (ICO) Model Publication Scheme. The document is based on the template from the 'Guide to Information provided by Parish/Community Councils under the Model Publication Scheme' (V3.0, 20211029), provided by the ICO. All sections in the template have been retained, with those not relevant to the Parish Council indicated as being not applicable (n/a) and those for which information is not currently available indicated in italics. Information in italics is considered relevant for the 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.

Further information about Freedom of Information can be found via the Information Commissioner's website – [www.ico.org.uk](http://www.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- the information is archived, out of date or otherwise inaccessible; or,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.

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Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only.		
List of Council members and their responsibilities as well as a list of Council Committees	Website	Free
Details of any representation on local public bodies		
Postal and email address	Website	Free
Contact details for Parish Clerk and Council members		
Where possible, provide named contacts including contact phone number and email address		
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a	
<b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	n/a	
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	See relevant minutes	Free
List of current contracts awarded and value of contract	Hard copy	10p per sheet

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Members' allowances and expenses	n/a	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Website (Neighbourhood Plan)	Free
<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	
<i>Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health &amp; Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant</i>	??	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	If applicable will be listed in minutes	
Responses to consultation papers	If applicable will be listed in minutes	
Responses to planning applications	Website	free
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b>		

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(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> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• <i>Policy statements</i></li> </ul>	<p>Website</p> <p>n/a</p> <p>Website</p> <p>Website</p> <p>??</p>	<p>Free</p> <p>Free</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• <i>Internal instructions to staff and policies relating to the delivery of services</i></li> <li>• <i>Equality and diversity policy</i></li> <li>• <i>Health and safety policy</i></li> <li>• <i>Recruitment policies (including current vacancies)</i></li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p><i>Employment policies currently being developed; other policies on the website.</i></p>	<p>Free</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website – where applicable</p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only</p>	<p>Some information may only be available by inspection</p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>n/a</p>	

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Assets register, including details of public land and building assets	Hard copy	Free
<i>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</i>	<i>No requests received so far; log will be made available on the website if required</i>	<i>Free</i>
Register of members' interests	Website	Free
<i>Register of gifts and hospitality</i>	<i>n/a???</i>	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	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	
<i>Parks, playing fields and recreational facilities</i>	<i>Website</i>	<i>Free</i>
<i>Seating, litter bins, clocks, memorials and lighting</i>	<i>Website</i>	<i>Free</i>
<i>Bus shelters</i>	<i>Website</i>	<i>Free</i>
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	n/a	
<b>Additional Information</b> Information not itemised in the lists above		
Class 2 – CIL report (from 2019/20 report onwards)	Website	Free

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### Contact details:

Email: [payhemburypc@payhemburyparishcouncil.org.uk](mailto:payhemburypc@payhemburyparishcouncil.org.uk)

For postal or telephone contact details please see the 'Contact Us' webpage on Payhembury Parish Council's website – [www.payhemburyparishcouncil.org.uk](http://www.payhemburyparishcouncil.org.uk)

### 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 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		