

MILTON ABBOT GROUPED PARISH COUNCIL

(Parishes of Milton Abbot, Chillaton, Dunterton and Bradstone)

Publication Scheme

Milton Abbot Grouped 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 Parish Council 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. Milton Abbot Grouped 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.

Signed: Chairman _____

Date _____

**Information available from Milton Abbot Grouped Parish Council
under the Model Publication Scheme – January 2016**

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)</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>		
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	N/A	
Staffing structure	N/A	
<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
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hardcopy/website	10p/free
Grants given and received	Hardcopy	10p
List of current contracts awarded and value of contract	Hardcopy	10p
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>		
Parish Plan (current and previous year as a minimum)	Hardcopy	10p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy/website	10p/free

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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)		
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/WDBC planning portal via their website	10p/free
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:		
Procedural Standing Orders	Hardcopy/website	10p/free
Committee and sub-committee terms of reference	N/A	
Planning Advisory Panel Terms of Reference	Hardcopy/website	10p/free
Delegated authority in respect of officers	Hardcopy	10p
Code of Conduct	Hardcopy/website	10p/free
Policy statements	Hardcopy (if applicable) or website	10p/free
Policies and procedures for the provision of services and about the employment of staff:	(All if available)	
Internal instructions to staff and policies relating to the delivery of services	N/A	
Equality and diversity policy	Hardcopy/website	10p/free
Health and safety policy	Hardcopy/website	10p/free
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Hardcopy/website	10p/free
Complaints procedures (including those covering requests for information and operating the	Hardcopy/website	10p/free

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publication scheme)		
Information security policy	Hardcopy	10p
Records management policies (records retention, destruction and archive)	Hardcopy	10p
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
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	Hardcopy/website/WDBC website	10p/free
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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hardcopy	10p
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)	Hardcopy (if applicable)	10p
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

Mrs Emma James
Clerk to the Parish Council

Tel: 07742 557982
Email: clerk@magpc.co.uk

N.B. The Parish Clerk is employed for 4 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 information)	Actual cost per hour*

* actual cost incurred by the public authority