

TRIMDON PARISH COUNCIL

Freedom of Information Act Guide to the Publication Scheme

Introduction

Under the Freedom of Information Act it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which has been adopted and is now operated by Trimdon Parish Council with effect from 1 June 2014.

Trimdon Parish Council

The Scheme provides a list of all the information the Parish Council makes routinely available, explains how it can be accessed and whether or not a charge is made for it.

Manner of Publication

The Parish Council feels it is important that all sections of the community can access the council's information, and systems are in place to make the listed information available to the public as easily as possible.

Where possible, information has been placed on the Parish Council web-site at www.trimdonparishcouncil.gov.uk. Where this is not possible the information is available from the Parish Clerk – and/or paper copies can be sent through the post.

Information available from Trimdon Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Hard copy – contact Parish Clerk	10p per page
Contact details for Parish Clerk and Council members	Website Hard copy – contact Parish Clerk	Free 10p per page
Location of main Council office and accessibility details	Website Hard copy – contact Parish Clerk	Free 10p per page
Staffing structure	Hard copy – contact Parish Clerk	10p per page
<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	Hard copy – contact Parish Clerk	10p per page
Finalised budget	Hard copy – contact Parish	10p per

	Clerk	page
Precept	Hard copy – contact Parish Clerk	10p per page
Financial Standing Orders and Regulations	Website Hard copy – contact Parish Clerk	Free 10p per page
Annual Investment Strategy	Website Hard copy – contact Parish Clerk	Free 10p per page
Grants given and received	Hard copy – contact Parish Clerk	10p per page
List of current contracts awarded and value of contract	Hard copy – contact Parish Clerk	10p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting	Website Hard copy – contact Parish Clerk	Free 10p per page
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, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Parish Clerk	Free 10p per page
Agendas of meetings (as above)	Website Hard copy – contact Parish Clerk	Free 10p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Parish Clerk	Free 10p per page

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Parish Clerk	10p per page
Responses to consultation papers	Hard copy – contact Parish Clerk	10p per page
Responses to planning applications	Website Hard copy – contact Parish Clerk	Free 10p per page
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 <ul style="list-style-type: none"> • Delegated authority in respect of officers • Code of Conduct • Complaints Procedure • Disciplinary Procedure • Expenses Policy • Grievance Procedure • Public Participation Policy • Grants and Donations Policy • Equal Opportunities Policy • Health, Safety and Welfare Policy • Memorial Bench Policy • Annual Investment Strategy 2018/2019 • Risk Register 2018/2019 • Document Retention and Disposal Policy • Information and Data Protection Policy • Social Media Policy for Councillors 	Hard copy – contact Parish Clerk	10p per page

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard copy – contact Parish Clerk	10p per page
Register of members' interests	Website Hard copy – contact Parish Clerk	Free 10p per page
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	Website Hard copy – contact Parish Clerk	Free 10p per copy
Burial grounds and closed churchyards	Website Hard copy – contact Parish Clerk	Free 10p per copy
Parks, playing fields and recreational facilities	Website Hard copy – contact Parish Clerk	Free 10p per copy
Seating and litter bins	Website Hard copy – contact Parish Clerk	Free 10p per copy
Bus shelters	Website Hard copy – contact Parish Clerk	Free 10p per copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy – contact Parish	Free 10p per

	Clerk	copy
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Contact details:

Parish Clerk – Anne Delandre

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Trimdon
TS29 6JU

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Email: trimdonpc@tiscali.co.uk

Website: www.trimdonparishcouncil.gov.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)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		The appropriate cost limit for a request is £600 for central government and Parliament and £450 for other public authorities

* the actual cost incurred by the public authority