

Information available from Grimley Parish Council under the Model Publication Scheme

Under the Freedom of Information Act (Based on Section 20 of the Freedom of Information Act 2000) it is the duty of every public authority to adopt and maintain a publication scheme, devised and approved by the Information Commissioner. The scheme commits a public authority to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*.

Grimley Parish Council is expected 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- the information is archived, out of date or otherwise inaccessible; or,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.

It is the Parish Clerk who makes the initial assessment as a fully qualified member of staff (CiLCA) and this can then be confirmed via two parish councillors in writing or by email to the Clerk. This process does not have to take place at a full parish council meeting.

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 reuse".

Cost – in £ - bank transfer preferred as the parish council holds no petty cash and bank charges may apply for depositing cash.

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All available information mentioned below can be obtained from the Parish Clerk by email, post, in person by way of an appointment. In many cases and where appropriate the information can also be obtained from the Parish Council website. Requests for information made by phone will be noted and responded to in writing or by email, as it may be inappropriate to provide large amount of material verbally.

How to get in touch:

Clerk: Grimley Parish Council Clerk Mrs Lisa Stevens

Phone: 07950256363

Mobile:

Email: parishclerk@grimley-pc.gov.uk

Website: grimley-pc.gov.uk

Requests for this information in other languages/audio/large print will be reasonably considered

Cost of paper copies are shown below where appropriate.

Class 1 – Who we are and what we do

(Organisational information, structures, locations & contacts)

This will be current information only

Information to be published	How the info can be obtained	Cost
Who's who on the Council and its Committees	Parish Noticeboards Paper copy. Parish website.	FOC 10p per page* FOC
Contact details for Parish Clerk and Council members NB. Staffing structure is negligible as only one employee: The Clerk.	Parish noticeboards and website for contact details of the clerk. Paper copy.	FOC 10p per page*

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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)		
Information to be published	How the info can be obtained	Cost
Annual Report form and report by auditor	<ul style="list-style-type: none"> - Parish Noticeboards: published approx. between mid-June and mid-August each year - Paper copy. - Parish website 	10p per page* FOC FOC
Finalised budget, precept,	<ul style="list-style-type: none"> - Paper copy. - Precept itemised in the minutes in autumn each year: website 	10p per page* FOC
Grants given & received	Paper copy	10p per page*
List of current contracts awarded and value of contract.	Paper copy	10p per page*
Members allowances and expenditure. <i>NB, only the Chair has an annual allowance. Other Councillors (Members) are not permitted an allowance by this Parish Council.</i>	Paper copy Minutes will contain details and approved motion.	10p per page* FOC
Class 3 – What our priorities are and how we are doing (Strategies & plans, performance indicators, audits, inspections and reviews)		
Information to be published	How the info can be obtained	Cost
Chair/Clerks's Annual Report to Parish Meeting	Published approx. mid May each year and forming part of the minutes. Paper copy	FOC 10p per page*
Neighbourhood Plan / Associated maps and spreadsheets	None in existence in the parish.	Where applicable 40p per page due to ink colour content.

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Information to be published	How the info can be obtained	Cost
Timetable of meetings (Council, Committees & Parish Meetings)	Parish Noticeboards Paper Copy Parish Website	FOC 10p per page* FOC
Agendas of Meetings	Parish Noticeboards Paper copy at Meeting Parish Website	FOC FOC FOC
Minutes of Meetings (this will exclude information that is properly regarded as private to the meeting)	Parish Noticeboards – summary format only. Parish magazine – summary format only. Paper copy at Meeting Paper copy at a later date Parish website	FOC 10p per page* Price as per mag. FOC 10p per page* FOC
Responses to consultation papers	Paper Copy Website if applicable	10p per page*
Responses to planning applications (Minutes of Planning Committee Meetings)	Paper copy at Meeting Paper copy at a later date or better detail and context obtained via District Council website.	FOC 10p per page*
Bye-laws for parish council owned land as applicable.	Parish website Paper copy.	FOC 50p per page as tends to be A3.
Laminated copies are available upon request £1.5 per A4 page and £5.00 per A3 sheet.		

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Information to be published	How the info can be obtained	Cost
Policies and procedures for the conduct of council business: Interested parties are advised to look at the Parish Council website for the latest copies.	Paper copy Parish Website	20p per page due to large size of documents in general. FOC
Recruitment policies including: Interested parties are advised to look at the Parish Council website for the latest copies.	Paper copy Parish website	20p per page due to large size of documents in general. FOC
Class 6 – Lists & Registers Currently maintained lists & registers only IMPORTANT: Some information may only be available by inspection.		
Information to be published	How the info can be obtained	Cost
Any publicly available register or list <i>Excluding Register of Electors for the Parish, which is published by the District Council and available for supervised public inspection at Parish Council meetings. Requests for printed copies should be directed to the District Council.</i>	Paper copy	10p per page*
Assets Register	Paper copy	10p per page*
Register of members' interests	Application to MHDC.	
Register of gifts and hospitality	Application to MHDC	

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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		
Information to be published	How the info can be obtained	Cost
Burial grounds	Parish council currently not responsible for any such.	
Playing Field & recreational facilities	Paper copy	10p per page*
Seating, litter bins, noticeboards and life buoys.	Paper copy	10p per page*
Bus shelters and adopted phone booths	Paper copy	10p per page*
Emergency Plan	District Council or County Council	Cost unknown from higher authorities.
Class 8 - Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Please apply to the Clerk via email.	
Misc. Consult Clerk as required.		

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Schedule of Charges

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

***Photocopying** @ 10p per page (black & white) – printing or photocopying costs

Nb. Requests for colour copying may take longer to comply with and will be charged at 25p per page.

All copying will be A4, double sided and on environmentally appropriate paper (thin grade), unless otherwise stated/requests. Requests for other sizes/paper grades may be charged extra in order to cover costs.

Information may be manually blacked out in ink if there is an appropriate or relevant requirement under the May 2018 General Data Protection Regulations. NB Persons requesting the information will be informed of this prior to printing IF the removed material is deemed by the Clerk to be significant.

For more information on GDPR: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

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In all instances if the actual cost to the Parish Council will be higher than stated in this schedule, then the applicant will be informed prior to proceeding.

Requests by the Press will be handled in direct liaison with the Chair of the Parish Council, but otherwise will be treated in accordance with this document.

*** Requests for a digital response**

- Requests to upload documents to an internet Cloud cannot be considered at this time, as the Parish Council cannot be certain that the server hosting the Cloud is located within the UK.

- Requests to provide on memory card/digi-stick MAY be considered, along with appropriate cost of purchase for relevant items. At time of writing a basic, minimum memory card that can be encrypted was £10.99 plus VAT. It is likely that such cards/sticks would be password protected and possibly encrypted. Digisticks/memory cards will not be sent by post, but would need to be collected upon prior arrangement. Please speak to the Clerk for more information.

***Postage** – Actual cost of Royal Mail standard 2nd class (starting at 87p for letters and vary based on weight etc. For 1st class postage within the UK, a standard letter weighing up to 100g cost £1.70. a large letter weighing up to 100g costs £3.15.

Recorded delivery may be required for some items. This is more expensive. Please speak to the Clerk if you are not sure. The Parish Council cannot be held responsible for non-arrival of items once posted.

Statutory Fee In accordance with the relevant legislation (quote the relevant statute please)

Other.

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Footnote:

Clerk & RFO Mrs Lisa Stevens, 9 The Limes, Kempsey, Worcs, WR5 3LG. Tel: 01905 820956 Mob: 07950256363.

Email: parishclerk@grimley-pc.gov.uk. Website: <http://grimley-pc.gov.uk>

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Parish Logo shows the miniature 'gorse type' plant Petty Whin (*Genista anglica*). Found on our local SSSI Monkwood Green Common, it is a plant of acidic heaths and moors which has undergone serious decline over the past century.

