

Information available from Potterspury Parish Council under the Model Publication Scheme

Freedom of Information

Publication Scheme under the Freedom of Information Act 2000
General Data Protection Regulations (GDPR) 2018

Approved at Annual Meeting 11 May 2016, Minute A/4411(viii)
Reviewed Annual Meeting 9 May 2018, Minute A/4431(vi)

The purpose of this publication scheme is to show what classes of information are available routinely. In some cases, a class of information sets out a range of information that is excluded from publication. Where that is the case the reasons behind the decision to excluded are clearly stated. **Excluded throughout this scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the General Data Protection Regulations (GDPR) 2018.**

In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt, this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the model publication scheme.

Charges may be raised for the provision of copies of the documents/information in each of the classes.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST (Hard copies + postage)
Class 1 – Who we are and what we do (Current information only)	Hard copy Email, Website	12p per sheet free
Who's who on the Council	Hard copy Email, Website	12p per sheet free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers)	Hard copy Email, Website PC Noticeboard	12p per sheet free free
Location of main Council offices and accessibility details		

Potterspury Parish Council - Guide for Information

Adopted at Annual Meeting on 11 May 2016, minute A/4411(viii). Reviewed Annual Meeting 9 May 2018, minute

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Staffing structure		
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 year as a minimum.		
Annual return form and reports by auditor	Hard copy Website	12p per sheet free
Finalised budget	Hard copy Website, Email	12p per sheet free
Precept	Within Minutes	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy Email, Website	12p per sheet free
Grants given and received	Within Minutes	
List of current contracts awarded and value of contract	Hard copy Email	12p per sheet free
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews)		
Parish Plan (May 2014)	Hard copy Email, Website	12p per sheet free
Reports to Annual Parish Assembly (current and previous year as a minimum)	Hard copy Website, Email	12p per sheet free
Quality status		
Local charters drawn up in accordance with SNCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, committee/subcommittee meetings and parish meetings)	Hard copy Email, Website	12p per sheet Free

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Agendas of meetings (as above)	Hard copy Email, Website	12p per sheet free
Minutes of meetings (as above) (This will exclude information that is properly regarded as private to the meeting)	Hard copy Email, Website	12p per sheet free
Reports presented to council meetings (This will exclude information that is properly regarded as private to the meeting)	Hard copy Email, Website	12p per sheet free
Responses to consultation papers	Within minutes	
Responses to planning applications	Within minutes	
Bye-laws	Within minutes	
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: Standing Orders Committee and sub-committee Terms of Reference (TOR) (within Standing Orders) Code of Conduct Financial Regulations Internal Controls TOR Risk Assessments Policy Statements	ALL Hard copy Email, Website	12p per sheet free
Policies and procedures for the Provision of services and the employment of staff: Internal policies relating to the delivery of services Equality and Recruitment Policy Health & Safety Policy (under Risk Assessment Policy) Grievance Policy Disciplinary Policy Training & Development Policy Policies and Procedures for handling requests for information Complaints Policy (including those covering requests for information and operating the publication scheme.	ALL Hard copy Email, Website	12p per sheet free

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Information security policy (Under Risk Assessment Policy)	Hard copy Email, Website	12p per sheet free
Records management policies (records retention destruction and archive)	Hard copy Email, Website	12p per sheet free
Data protection policies	Hard copy Email, Website	12p per sheet free
Schedule of charges (for the publication of information)	Hard copy Email	12p per sheet free
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Any publicly available register or list (some information may only be available by inspection)	Hard copy	12p per sheet
Assets Register	Hard copy Email, Website	12p per sheet free
Disclosure log	Within Minutes	
Register of members' interests	Hard copy Website	12p per sheet free
Register of gifts and hospitality	Hard copy	12p per sheet
Class 7 – The services we offer Current information only		
Allotments	Hard copy Email	12p per sheet free
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing field and recreational facilities	Hard copy Email	12p per sheet free
Seating, litter bins, clocks, memorials and lighting	Hard copy Email	12p per sheet
Bus shelters	Hard copy Email	12p per sheet

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Markets		
Public conveniences		
Agency agreements	Hard copy	12p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		

Contact details:

Mrs Jane Spence - Parish Clerk,
Potterspury Parish Council,
228 Park Lane, New Duston, Northampton, NN5 6QW
Phone: 01604 587265
Email: clerk@potterspurypc.org.uk
Website: www.potterspurypc.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 12p per sheet (black & white) sheets printed one side only	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with relevant legislation
Other		

*the actual cost incurred by the Parish Council