**GAWCOTT with LENBOROUGH PARISH COUNCIL**

**Information available under Information Commissioner’s Office (ICO) Model Publication Scheme**

**Introduction:**

This guidance/template gives examples of the kinds of information that the ICO would expect Parish Councils to provide in order to meet their commitments under the model publication scheme. The ICO would expect Parish Councils 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• The information is archived, out of date or otherwise inaccessible; or,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.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme.

The cost for obtaining a hard copy of any information listed below is set out at the end of the schedule.

| **Information to be Published**  | **How the information can be obtained** |
| --- | --- |
| **Class 1 – Who we are and what we do** |  |
| Who’s who on the Council  | Hard copy and website  |
| Contact details for Parish Clerk and Council members  | Hard copy and website  |
| Location of main Council office | We do not have an office but can be contacted via our website |
| Staffing structure | Our only employee is the parish clerk |
| **Class 2 – What we spend and how we spend it** |  |
| Annual return form and report by auditor | Hard copy and website |
| Finalised budget | Hard copy  |
| Precept | Hard copy  |
| Borrowing Approval letter | N/A |
| Standing Orders and Financial Regulations | Hard copy and website  |
| Grants given and received | Hard copy  |
| List of current contracts awarded and value of contract | Hard copy  |
| Members’ allowances and expenses | N/A |
| **Class 3 – What our priorities are and how we are doing** |  |
| Parish Plan | N/A |
| Annual Report to the Parish Meeting | Hard copy and website  |
| Quality status | N/A |
| Local charters drawn up in accordance with DCLG guidelines | N/A |
| **Class 4 – How we make decisions** |  |
| Timetable of meetings  | Hard copy, notice board and website  |
| Agendas of meetings  | Hard copy, notice board and website |
| Minutes of meetings – please note: this will exclude information that is properly regarded as private to the meeting. | Hard copy, notice board and website |
| Reports presented to council meetings – please note: this will exclude information that is properly regarded as private to the meeting. | Hard copy and website  |
| Responses to consultation papers | Hard copy  |
| Responses to planning applications | Hard copy and on the Buckinghamshire Council website |
| Byelaws | N/A |
| **Class 5 – Our policies and procedures** |  |
| Standing OrdersCode of ConductFinancial RegulationsEquality Policy (yet to be finalised/approved)Complaints Procedures (yet to be finalised/approved)Publication SchemeScheme of DelegationFinancial & Management Risk AssessmentHealth & Safety Policy (yet to be finalised/approved)Safeguarding Policy (yet to be finalised/approved) | Hard copy and website |
| Schedule of charges (for the publication of information) | This is set out at the end of this schedule |
| **Class 6 – Lists and Registers** |  |
| Assets register | Hard copy  |
| Register of members’ interests | Hard copy and Buckinghamshire Council website |
| Register of gifts and hospitality | N/A  |
| **Class 7 – The services we offer** |  |
| Allotments | N/A |
| Burial grounds and closed churchyards | N/A |
| Community centres and village halls | N/A |
| Parks, playing fields and recreational facilities | Hard copy  |
| Seating, litter bins and memorials  | Hard copy  |
| Bus shelters | Hard copy  |
| Markets | N/A |
| Public conveniences | N/A |
| Agency agreements | N/A |

**Contact details:**

PARISH CLERK, Gawcott with Lenborough Parish Council, 8 Arnolds Close, Padbury MK18 2BG

Email: parishclerk@gawcottwithlenboroughpc.co.uk

Website: <https://gawcottwithlenboroughpc.co.uk/>

**SCHEDULE OF CHARGES**

This is the charge that will be made to supply any information requested from the publication scheme.

| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| --- | --- | --- |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |

Adopted at 10th August 2023 meeting.