

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- The information is archived, out of date or otherwise inaccessible; or,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

Information to be Published	How the information can be obtained
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 Orders Code of Conduct Financial Regulations Equality Policy (yet to be finalised/approved) Complaints Procedures (yet to be finalised/approved) Publication Scheme Scheme of Delegation Financial & Management Risk Assessment Health & 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 2 nd class

Adopted at 10th August 2023 meeting.