POULTON AND PULFORD PARISH COUNCIL

Publication Scheme

Background
The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. The Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

What is a Publication Scheme?
Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

Model Scheme
Poulton and Pulford Parish Council's publication scheme defines information that the Parish Council holds, and which is accessible to members of the public. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

What Charges are there?
Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice
Poulton and Pulford Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination.

Requests for Information
Requests for information should be made to the clerk: Mr Peter Gosmore, 5 Castle Hill, Pulford, CH4 9EY. Telephone: 0771808082. Email: clerk@poultonandpulford-pc.gov.uk

The request must include details of the applicant's address in the Parish and the information sought.

The Parish Council will respond within 20 days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

Information available from the Parish Council under the model publication scheme as issued by the Information Commissioner's Office

Information published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website/Notice boards	Free
Finalised budget	Website	Free
Precept	Website (Budget)	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website (Accounts)	Free
Members' allowances and expenses	Website (Accounts)	Free
Class 3 – What our priorities are and how we are doing		
Parish Plan	N/A	
Annual Report to Parish Meeting	Website	Free
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Timetable of meetings	Website	Free
Agendas of meetings	Website/Notice boards	Free
Minutes of meetings	Website/Notice boards	Free
Reports presented to council meetings	Clerk - email	Free
Responses to consultation papers	Website/Clerk - email	Free
Responses to planning applications	Website (Minutes)	Free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: • Procedural standing orders • Financial Regulations • Code of Conduct • Policy statements • Equality and diversity policy • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information)	 Website Website Website Website Website Website Website Website	 Free Free Free Free Free Free Free Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Assets register	Clerk - email	Free
Disclosure log	N/A	
Register of members' interests	Website	Free
Class 7 – The services we offer		
Village Hall	Website/Clerk	Free
Parks, playing fields and recreational facilities	Website/Clerk	Free
Seating, litter bins, clocks, memorials, and lighting	Clerk	
Bus shelters	Clerk N/A	Free

Additional Information		
Other information not listed above	Clerk	Where appropriate: £25 per hour (min 0.5 hours) + disbursements

Contact details:

Mr Peter Gosmore Clerk to the Parish Council
5 Castle Hill
Pulford
CH4 9EY
Telephone: 0771808082.
Email: clerk@poultonandpulford-pc.gov.uk

Parish Council website: https://www.poultonandpulford-pc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	A4 Photocopying @ £0.10 per sheet (black & white)	Estimate of actual cost
	A4 Photocopying @ £0.50 (colour)	Estimate of actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Staff Time	£25.00/hr	The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (s.4.(4))