



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## **FREEDOM OF INFORMATION POLICY**

### The Publication Scheme

In line with section 20 of the Freedom of Information Act 2000, the Information Commissioner has now developed and approved a new model publication scheme which was adopted, without modification, by the Parish Council at its meeting on 3rd December 2008 and reviewed in 2019, 2023 and 2024.

The scheme commits a Parish Council to:

- Proactively publish or otherwise make available as a matter of routine information, including environmental information, held by the Council and falls within the classes outlined below.
- Specify the information which is held by the Council and falls within the classes below
- Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the Council makes available under the scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available
- Make the publication scheme available to the public.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law or exempt under the Freedom of Information Act.
- Information in draft form
- Information no longer readily available as it is contained in files which are in archive storage, or is difficult to access for similar reasons.

Method by which information published under the scheme will be made available;

- The information is included on the Parish Council's website: and a copy is posted on the village notice boards.
- Information can also be obtained from the Clerk to the Council by e-mailing: [cwbpc@outlook.com](mailto:cwbpc@outlook.com) or by telephoning 07761525584. If necessary an appointment to view documentation will be made within a reasonable timescale following the request.
- The Council will adhere to requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

Charges which may be made for information published under the scheme:

- Material on the website is free of charge
- Charges for routinely published material will be kept to a minimum.
- Charges may be made for actual disbursement incurred, e.g. photocopying, postage/packing plus the cost directly incurred as a result of viewing information

- Charges may also be made for information provided under the scheme where they are legally authorised.
- Where a charge is made this will be confirmed to an applicant in advance\* The Parish Council may also request payment prior to providing the information if it so wishes.
- \*For the time being the cost will be 10 pence per sheet plus any postage charges

Reviewed and adopted in June 2019

Reviewed: August 2023

Adopted: 6<sup>th</sup> September 2023

Reviewed: 12<sup>th</sup> November 2024

Adopted: 4<sup>th</sup> December 2024

Details of documents available for inspection are contained in **Appendix 1**

| Information to be published   | How the information can be obtained   | Cost                |
|---|---|---------------------|
| <p><b>Class1 - Who we are and what we do</b><br/>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>  | <p>Hard copy from the Clerk<br/>Website<br/>Parish notice boards<br/>Newsletter in local publication</p>      | <p>See Attached</p> |
| <p>Who's who on the Council and its Committees</p>  | <p>Website or Hard copy from the Clerk</p>  |                     |
| <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>   | <p>Website or Hard copy from the Clerk</p>  |                     |
| <p>Location of main Council office and accessibility details</p>  | <p>Kilham Hall Meeting Rooms, Kilham Hall, Kilham Lane, Branton, DN3 3PF<br/>Accessible Friday 1pm to 3pm</p> |                     |
| <p>Staffing structure</p>   | <p>Hard copy from the Clerk</p>   |                     |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | <p>Hard copy from the Clerk</p>   |                     |
| <p>Annual return form and report by auditor</p>   | <p>Hard copy from the Clerk<br/>Website</p>   |                     |
| <p>Finalised budget</p>   | <p>Hard copy from the Clerk<br/>Website</p>   |                     |
| <p>Precept</p>  | <p>Hard copy from the Clerk<br/>Website</p>   |                     |
| <p>Borrowing Approval letter</p>  | <p>Hard copy from the Clerk</p>   |                     |
| <p>Financial Standing Orders and Regulations</p>  | <p>Hard copy from the Clerk<br/>Website</p>   |                     |
| <p>Grants given and received</p>  | <p>Hard copy from the Clerk</p>   |                     |
| <p>List of current contracts awarded and value of contract</p>  | <p>Hard copy from the Clerk</p>   |                     |

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| Members' allowances and expenses   | Hard copy from the Clerk  |  |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) | Council minutes displayed on notice boards, website and from the Clerk                                      |  |
| Parish Plan (current and previous year as a minimum)   | Taken to November PC Meeting and placed on website with papers. Previous years AP on website under Finances |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | Hard copy from the Clerk<br>Website from 2009   |  |
| Quality status   | N/A   |  |
| Local charters drawn up in accordance with DCLG guidelines   | Hard copy from the Clerk  |  |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum | Council minutes displayed on notice boards, website and from the Clerk                                      |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | Parish notice boards and website  |  |
| Agendas of meetings (as above)   | Parish notice boards, website and at meetings   |  |
| Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.                         | Displayed on notice boards, website and from the Clerk  |  |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.                    | Hard copy from the Clerk<br>Website   |  |
| Responses to consultation papers   | Hard copy from the Clerk  |  |
| Responses to planning applications   | Hard copy from the Clerk, in the Council Minutes<br>CDC Website on the relevant Planning Application        |  |
| Bye-laws   | N/A   |  |
| <b>Class 5 – Our policies and procedures</b>   | Hard copy from the Clerk  |  |

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|---|--|--|
| (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only  | Website  |  |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p> <p>Recording of Meetings Policy</p>   | <p>Hard copy from the Clerk</p> <p>Website development from 2009</p> |  |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Hard copy from the Clerk</p> <p>Website</p>                       |  |
| Information security policy   | <p>Hard copy from the Clerk</p> <p>Website</p>                       |  |
| Records management policies (records retention, destruction and archive)  | <p>Hard copy from the Clerk</p> <p>Website</p>                       |  |
| Data protection policies  | <p>Hard copy from the Clerk</p> <p>Website</p>                       |  |
| Schedule of charges (for the publication of information)  | <p>Hard copy from the Clerk</p> <p>Website</p>                       |  |
| <b>Class 6 – Lists and Registers</b>  | Hard copy from the Clerk   |  |
| Currently maintained lists and registers only   | Hard copy from the Clerk   |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)  | Register of electors   |  |
| Assets Register Land Register and Disposal Register   | <p>Hard copy from the Clerk</p> <p>Website</p>                       |  |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)  | Hard copy from the Clerk   |  |

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| Register of members' interests   | Hard copy from the Clerk<br>Website                        |  |
| Register of gifts and hospitality  | Hard copy from the Clerk                                   |  |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | Hard copy from the Clerk<br>Newsletters on Website         |  |
| Allotments   | N/A  |  |
| Burial grounds and closed churchyards  | N/A  |  |
| Community centres and village halls  | Hard copy from the Clerk<br>Timetable of Events on Website |  |
| Parks, playing fields and recreational facilities  | Hard copy from the Clerk                                   |  |
| Seating, litter bins, clocks, memorials and lighting   | Hard copy from the Clerk                                   |  |
| Bus shelters   | N/A  |  |
| Markets  | N/A  |  |
| Public conveniences  | N/A  |  |
| Agency agreements  | N/A  |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  | N/A  |  |
| <b>Additional Information</b><br>The council meeting recordings (if any are made) will include the availability of such recordings within its Publication Scheme.                                    | Copy from the Clerk<br>or on the Website                   |  |

Contact details: Clerk to the Council: Mrs B Walton

Tel. No. 07761525584

Email: [cwpb@outlook.com](mailto:cwpb@outlook.com)

### Schedule of charges

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

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

|                      |  |  |
|----------------------|--|--|
| <b>Statutory Fee</b> |  | In accordance with the relevant legislation (quote the actual statute) |
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\* the actual cost incurred by the public authority