

MORTON & HANTHORPE PARISH COUNCIL**Freedom of Information – Publication Scheme**

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can easily be identified and accessed by the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the

Classes of information**Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making process, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relates to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of services offered.

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, or is otherwise properly considered to be protected from disclosure.
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information on a website, a public authority will indicate how information can be obtained by other means and provide those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such language that is legally required. Where an authority is legally required to translate any information it will do so.

Obligation under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Adopted by Morton & Hanthorpe Parish Council on 9th December 2008.
Minute No 7 / 218

Morton & Hanthorpe Parish Council – Information available. 12/08

Information available from Morton & Hanthorpe Parish Council under the Freedom of Information publication scheme –December 2008

ALL ITEMS MARKED HARD COPY ARE AVAILABLE AT A COST OF 20P PER SHEET, E-MAIL OR WEBSITE ITEMS ARE FREE.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Morton & Hanthorpe Parish Council. Website www.morton-hanthorpe.org.uk Only employee the clerk</p>	<p>See costs below for all items.</p>
<p>Who's who on the Council and its Committees</p>	<p>Website or contact Clerk</p>	<p>See costs below</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Clerk Terry Barnatt 37 Edenham Road, Hanthorpe, Bourne, Lincs. PE10 0RB. 01778 570366 email – clerk@morton-hanthorpe.org.uk</p>	
<p>Location of main Council office and accessibility details</p>	<p>Via Clerks contacts 9.00 to 18.00. Meetings by appointment only</p>	
<p>Staffing structure</p>	<p>Clerk only</p>	

<p>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 financial year as a minimum</p>		
Annual return form and report by auditor	Displayed on noticeboard on completion. Otherwise contact Clerk.	
Finalised budget	Email or Hard Copy	below
Precept	See Minutes	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	E-mail or hard copy. Contact Clerk	below
Grants given and received	See Minutes	
List of current contracts awarded and value of contract	On request to the clerk	below
Members' allowances and expenses	Not paid	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes and Newsletter	below
Quality status	No	
Local charters drawn up in accordance with DCLG guidelines	None in place	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On website	
Agendas of meetings (as above)	Noticeboard 3 clear days before meeting or hard copy from Clerk	below
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On website and available by e-mail and hard copy	below
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Contact Clerk	below
Responses to consultation papers	See Minutes	
Responses to planning applications	See Minutes	
Bye-laws	None	
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: Procedural standing orders* Committee and sub-committee terms of reference Delegated authority in respect of officers* Code of Conduct### Policy statements	Hard copy or e-mail from clerk	below

Class 5 (Cont'd)		
<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Contact Clerk	
Information security policy	Back up of computer details, important docs in fireproof box	
Records management policies (records retention, destruction and archive)	Minutes kept indefinitely. Other records retained for required regulatory period.	
Data protection policies	No data not in public domain	
Schedule of charges (for the publication of information)	On this document	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or e-mail/website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact Clerk	
Assets Register	E-mail or hard copy	
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)	Contact Clerk	

Class 6 (Cont'd)		
Register of members' interests	Contact clerk	
Register of gifts and hospitality	Contact clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Not at present (Dec 2008)	
Burial grounds	Operated and owned by Parish Church Council	
Community centres and village halls	Operated by Village Hall Committee.	
Parks, playing fields and recreational facilities	Playing Field, Station Road & Childrens Play Equipment	
Seating, litter bins, clocks, memorials and lighting	Seating at playing field and High Street. Litter bins at playing field.	
Bus shelters	Two in High Street	
Markets	No	
Public conveniences	No	
Agency agreements	Litter Picking - SKDC	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Burial Fees. Contact Clerk or Website.	
Street Lighting	No	

Morton & Hanthorpe Parish Council – Information available. 12/08

Contact details:

Clerk – Terry Barnatt. 37 Edenham Road, Hanthorpe, PE10 0RB. 01778 570366

Website – www.morton-hanthorpe.org.uk

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
Disbursement cost	Photocopying @ 20.p per sheet (black & white)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class, recorded if requested
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		