

## **FREEDOM OF INFORMATION ACT NEW MODEL PUBLICATION SCHEME**

### **Information available from Quinton Parish Council under the model publication scheme**

<b><u>Information to be published</u></b>	<b>How the information can be obtained</b>	<b><u>Cost</u></b>
<p><b>Class1 - Who we are and what we do</b></p> <p>List of council members            Details of Parish Clerk            How to contact us</p>	<p>Hard copy from the Clerk by prior written application or            On the Parish Notice Board at the bottom of the Green            or on the web site            Quinton.net</p>	<p><b>See schedule of charges at end of document</b></p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p><b>Current and previous financial years information available as follows</b>            Annual return form and report by auditor            Finalised budget and Precept            Borrowing Approval letter            Financial Standing Orders and Regulations</p>	<p>Hard copy can be obtained from the clerk</p>	

Grants given and received		
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Parish Plan (currently being produced) Report to Annual Parish Meeting (current and previous years)</p>	Hard copy can be obtained from the clerk	
<p><b>Class 4 – How we make decisions</b></p> <p>Timetable of Parish Council meetings and Annual Parish meeting (current and previous years) Minutes of meetings (this will exclude information that is properly regarded as private to the meeting) Agendas of meetings Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting) Responses to consultation papers Responses to planning applications Bye-laws</p>	<p>Minutes either hard copy can be obtained from the clerk or on the web site Quainton.net</p> <p>Balance as Hard copy can be obtained from the clerk</p>	

<p><b>Class 5 – Our policies and procedures</b></p> <p>Procedural standing orders  Code of Conduct  Policy statements  Policies and procedures for handling requests for information  Information security policy (Risk Assessment)  Schedule of charges for the publication of information  Equality and diversity policy  Health and safety policy  Recruitment policies (Reference the clerk)  Policies and procedures for the provision of services and about the employment of staff:  Complaints procedures (including those covering requests for information and operating the publication scheme)  Records management policies (records retention, destruction and archive)  Data protection policies</p>	<p>Hard copy can be obtained from the clerk</p>	

<p><b>Class 6 – Lists and Registers</b></p> <p>Assets Register</p>	<p>Hard copy can be obtained from the clerk</p>	
<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)</p> <p>Register of members interests</p> <p>Register of gifts and hospitality</p>	<p>Viewing available by prior appointment with clerk</p>	
<p><b>Class 7 – The services we offer</b></p> <p>Allotments</p> <p>Parks, playing fields and recreational facilities</p> <p>Seating, litter bins, memorial and lighting</p>		
<p><b>Additional Information</b></p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p> <p><b>Quinton Parish Council has adopted the model Freedom of Information Publication Scheme recommended by BALC and the Office of the Information Commissioner.</b></p> <p><b>The template for this scheme includes elements that do not apply to this council and therefore no information is held on them.</b></p> <p><b>Those elements have been removed from the template and are not included in this publication.</b></p>		

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**Parish Clerk contact details:**

MR DAVID WARNER - 8 TORBAY QUANTON AYLESBURY BUCKS HP22 4AX  
 Phone 01296 – 651354 Email: quinton.pc49@btinternet.com

**SCHEDULE OF CHARGES**

<u>TYPE OF CHARGE</u>	<u>DESCRIPTION</u>	<u>BASIS OF CHARGE</u>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white) Min charge £5.00	Actual cost to council
	Photocopying @ 35p per sheet (colour) Min charge £5.00	Actual cost to council

	Postage	Actual cost of to council
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***Date this document was adopted by the Parish Council:- 11<sup>th</sup> December 2008.***