



Information available from Streatley Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community 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- the information is archived, out of date or otherwise inaccessible; or,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, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website Hard copy – contact Clerk	Free 5p per sheet plus postage

N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Location of main Council office and accessibility details (N.B. Streatley Parish Council has no council office or equipment. Its records are located at the home of the Clerk)		
Staffing structure (N.B. The only person employed by Streatley Parish Council is the Clerk)		
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		
Annual return form and report by auditor	Website Hard copy – contact Clerk	Free 5p per sheet plus postage

Finalised budget	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Precept	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Borrowing Approval letter	None held	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Grants given and received (N.B. Currently there are no such grants)		
List of current contracts awarded and value of contract	No standing contracts	
Members' allowances and expenses (N.B. No Streatley Parish councillors, other than the Chairman, receives an allowance. No Streatley Parish councillors receive expenses)		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	

Parish Plan (current and previous year as a minimum) (N.B. Last issued in 2012 – currently under review)	Hard copy – contact Clerk	5p per sheet plus postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Quality status (N.B. Streatley Parish Council has not applied for Quality Status)		
Local charters drawn up in accordance with DCLG guidelines (N.B. There are no local charters)		
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 and any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free

	Hard copy – contact Clerk	5p per sheet plus postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. (N.B. Attached to minutes as appropriate)	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Responses to consultation papers (N.B. Attached to minutes as appropriate)	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Responses to planning applications (N.B. Included in minutes as appropriate)	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Bye-laws (N.B. Streatley Parish Council has issued no bye-laws)		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	Free

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements (N.B. Where held by Streatley Parish Council)	Hard copy – contact Clerk	5p per sheet plus postage
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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) (N.B. Where held by Streatley Parish Council)	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
Information security policy (N.B. Streatley Parish Council does not hold such a policy)		
Records management policies (records retention, destruction and archive) (N.B. Streatley Parish Council does not hold such a policy)		
Data protection policies (N.B. Streatley Parish Council does not hold such a policy)		
Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 5p per sheet plus postage

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or 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) (N.B. Streatley Parish Council holds no such a lists, other than the Electoral Register, available for inspection in public libraries and at the offices of Central Bedfordshire Council)		
Assets register	Website Hard copy – contact Clerk	Free 5p per sheet plus postage
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) (N.B. Streatley Parish Council holds no such log)		
Register of members' interests (N.B. Held by Central Bedfordshire Council)		
Register of gifts and hospitality (N.B. No gifts or hospitality have been received by Streatley Parish Councillors)		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	

Current information only		
Allotments (N.B. Streatley Parish Council owns no allotments)		
Burial grounds and closed churchyards (N.B. Streatley Parish Council manages no such areas)		
Community centres and village halls (N.B. Streatley Parish Council owns no such buildings)		
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	5p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	5p per sheet plus postage
Bus shelters	Hard copy – contact Clerk	5p per sheet plus postage
Markets (N.B. Streatley Parish Council manages no market)		
Public conveniences (N.B. Streatley Parish Council owns no such facilities)		
Agency agreements (N.B. Streatley Parish Council has no agency agreements)		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) (N.B. Streatley Parish Council recovers no fees for services)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

(No further information)		
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Contact details:

The Clerk to Streatley Parish Council
The Birches
Great Bramingham Lane
Streatley
Bedfordshire
LU3 3NJ

01582 524897

Streatley.p.c@hotmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	(N.B. No statutory fees apply to information provided by Streatley Parish Council)	In accordance with the relevant legislation (quote the actual statute)
Other	None	

* the actual cost incurred by the public authority