



SYDERSTONE PARISH COUCIL

Freedom of Information – Guide to Information under the Model Publication Scheme

Information available from Syderstone 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- the information is archived, out of date or otherwise inaccessible; or,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".

PLEASE NOTE: Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on page 7. The Clerk's contact details are also available on page 7.

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.	From our website www.syderstonevillageandpc.info As a hard copy from the Clerk or electronically attached to an email from the Clerk.	See costs on page 7 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From our website www.syderstonevillageandpc.info As a hard copy from the Clerk or electronically attached to an email from the Clerk.	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	From our website www.syderstonevillageandpc.info Clerk's contact details are on page 7. Clerk and Council members details as hard copy or as an attachment to an email from the Clerk.	As above
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Village Hall which are open to the public. Limited parking on road.	
Staffing structure	Clerk is sole employee	
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)	From our website www.syderstonevillageandpc.info or as a hard copy.	See costs on page 7 for hard copies of

Current and previous financial year as a minimum		documents in Class 2.
Annual Governance and Accountability Return (AGAR), including the Annual Internal Audit Report and External Auditor information	As above	
Finalised budget	As above	
Precept	As a hard copy from the Clerk or electronically attached to an email from the Clerk.	
~~Borrowing Approval letter~~	N/A	
Financial Standing Orders and Regulations	From our website www.syderstonevillageandpc.info As a hard copy from the Clerk or electronically attached to an email from the Clerk.	
Grants given and received	Details available from the Council's website, minutes and financial records.	
List of current contracts awarded and value of contract	Details available from the Council's website/minutes or from the Clerk where held.	
~~Members' allowances and expenses~~	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	From our website www.syderstonevillageandpc.info or as a hard copy.	See costs on page 7 for hard copies of documents in Class 3.
Audits Internal and External		
Parish Plan (current and previous year as a minimum)	As a hard copy from the Clerk or electronically attached to an email from the Clerk.	
Annual Report to Parish or Community Meeting (current and previous year)	From our website www.syderstonevillageandpc.info or as a hard copy.	
Neighbourhood Plan	From our website www.syderstonevillageandpc.info	
Parish Infrastructure Investment Plan	From our website	

	www.syderstonevillageandpc.info (once adopted)	
Quality status	N/A	
~~Local charters drawn up in accordance with DCLG guidelines~~	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		See costs on page 7 for hard copies of documents in Class 4.
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Meeting dates set for year every 3 rd Thursday of the month except when extra meetings are needed. No meeting in August.	
Agendas of meetings (as above)	From our website www.syderstonevillageandpc.info Noticeboards or as a hard copy from the Clerk or electronically attached to an email from the Clerk.	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	From our website www.syderstonevillageandpc.info Noticeboards or as a hard copy from the Clerk or electronically attached to an email from the Clerk.	
~~Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.~~	Currently N/A	
Responses to consultation papers Usually an agenda item to be discussed.	See Minutes. From our website www.syderstonevillageandpc.info Noticeboards or as a hard copy from the Clerk or electronically attached to an email from the Clerk.	
Responses to planning applications Where possible held at meetings. Planning applications dealt with outside a meeting dealt with under Planning Policy. An extra meeting will be called if comments/objections are raised	See Minutes. From our website www.syderstonevillageandpc.info	

	Noticeboards or as a hard copy from the Clerk or electronically attached to an email from the Clerk.	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	From our website www.syderstonevillageandpc.info As a hard copy from the Clerk or electronically attached to an email from the Clerk.	See costs on page 7 for hard copies of documents in Class 5.
Policies and procedures for the conduct of council business: Standing Orders Financial Regulations Financial Reserves Policy Code of Conduct Co-option Policy Complaints Policy Consultation on Planning Applications Policy General Data Protection Policy Grant Awarding Policy Internal Control Policy Internet Banking Policy Risk Management Policy Safeguarding Policy	From our website www.syderstonevillageandpc.info As a hard copy from the Clerk or electronically attached to an email from the Clerk.	See costs on page 7 for hard copies of documents in Class 5.
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity Policy IT Policy Training and Development Policy Freedom of Information Publication Scheme General Data Protection Policy	From our website www.syderstonevillageandpc.info As a hard copy from the Clerk or electronically attached to an email from the Clerk.	See costs on page 7 for hard copies of documents in Class 5.
Complaints procedures (including those covering requests for information and operating the publication scheme) Complaints policy	From our website www.syderstonevillageandpc.info	See costs on page 7 for hard copies of documents in Class 5.

	As a hard copy from the Clerk or electronically attached to an email from the Clerk.	
Records management policies (records retention, destruction and archive)	From our website www.syderstonevillageandpc.info As a hard copy from the Clerk or electronically attached to an email from the Clerk	See costs on page 7 for hard copies of documents in Class 5.
Schedule of charges (for the publication of information)	See page 7	
Class 6 – Lists and Registers Currently maintained lists and registers only		See costs on page 7 for hard copies of documents in Class 6.
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets register	From our website www.syderstonevillageandpc.info As a hard copy from the Clerk or electronically attached to an email from the Clerk	
Register of members' interests	Available from BCKLWN website	
Register of gifts and hospitality	Apply to Clerk (currently nil)	
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		See costs on page 7 for hard copies of documents in Class 7.
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Contact the Clerk	

Seating, litter bins, clocks, memorials and lighting	As a hard copy from the Clerk or electronically attached to an email from the Clerk.	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Parish Clerk/RFO: Sarah Harvey

Address: Byanoak, Leicester Road, South Creak, Fakenham, Norfolk NR21 9PW

Tel: 01328 823391

Email: clerk@syderstone-pc.gov.uk

Website: www.syderstonevillageandpc.info

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Email	Free
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority