

Burnham Market Parish Council
Information Commissioner's Office - Model Publication Scheme
Freedom of Information Act

Information to be published	How the information can be obtained	Cost (see schedule of charges)
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard copy Website Noticeboards Facebook Village newsletter	
Who's who on the Council and its Committees	Website/hard copy from clerk/noticeboards	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	W Website/hard copy from clerk/noticeboards	
Location of main Council office and accessibility details	N/A	
<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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy Website Noticeboards	
Annual return form and report by auditor	Noticeboard / Website / Hard copy	

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Finalised budget	Website/ Hard copy	
Precept	Website/ Hard copy	
Borrowing Approval letter	Website/ Hard copy	
Financial Standing Orders and Regulations	Website/ Hard copy	
Grants given and received	Hard copy / In the Minutes of the Council	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
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	Website Hard copy	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/ Hard copy	
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	Hard copy Website Noticeboards Facebook Village newsletter	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy / Noticeboards / Website	

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Agendas of meetings (as above)	Hard copy / Noticeboards / Website / Facebook	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy / Noticeboards / Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy	
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	Hard Copy Website	
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	Website/ Hard copy	
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	Hard copy	

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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)		
Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	Hard copy	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Hard copy / Website	
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/A	
Register of members' interests	Hard copy / Website	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		

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Allotments	Hard copy / Website	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy / Website	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
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. allotment fees)	Hard copy / Website	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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Contact details:

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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 @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Viewing Information @ £60.00 per hour	

* the actual cost incurred by the public authority