



## Information available from Naseby 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 Naseby Parish Council 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- the information is archived, out of date or otherwise inaccessible; or,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.

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 |
|--|-------------------------------------|------|
| <b>Class 1 - Who we are and what we do</b>   |                                     |      |
| Naseby Parish Council<br>36 Kingstyle Close, Crick, Northamptonshire, NN6 7ST<br>Tel: 07471 134931<br>Email: <a href="mailto:clerk.nasebypc@outlook.com">clerk.nasebypc@outlook.com</a>  | Website and notice-board            | FOC  |
| Clerk – Josie Flavell<br>Chairman – Paul Reedman<br>Vice Chairman – Steve Howat<br>Penny Nicholson – Councillor<br>Rachel Johnston – Councillor<br>Phil Carter – Councillor<br>Steve Davies – Councillor<br>Lyn Dyett – Councillor | Website and Council notice-board    | FOC  |

| <b>Class 1 - Who we are and what we do</b>   |                   |     |
|--|-------------------|-----|
| <a href="mailto:Clerk.nasebypc@outlook.com">Clerk.nasebypc@outlook.com</a><br><a href="mailto:Pgreedman.nasebypc@gmail.com">Pgreedman.nasebypc@gmail.com</a><br><a href="mailto:Penny.nasebypc@gmail.com">Penny.nasebypc@gmail.com</a><br><a href="mailto:Steve.howatnpc@outlook.com">Steve.howatnpc@outlook.com</a><br><a href="mailto:Sdavies.nasebypc@outlook.com">Sdavies.nasebypc@outlook.com</a><br><a href="mailto:johnstonnpc@outlook.com">johnstonnpc@outlook.com</a><br><a href="mailto:lynn.dyett@btinternet.com">lynn.dyett@btinternet.com</a><br><a href="mailto:phil.carternpc@outlook.com">phil.carternpc@outlook.com</a> | Website           | FOC |
| The Clerk is the Council's Responsible Financial Officer and Proper Officer and reports to full Council  | Website           | FOC |
| <b>Class 2 – What we spend and how we spend it</b>   |                   |     |
| All current and previous financial information can be found via our website and hard copies can be requested also via the Clerk at 20p per page plus postage costs.  |                   |     |
| Annual return form and report by auditor   | Website           | FOC |
| Finalised budget   | Website           | FOC |
| Precept  | Website           | FOC |
| Borrowing Approval letter  | Website           | FOC |
| Financial Standing Orders and Regulations  | Website           | FOC |
| Grants given and received  | Website           | FOC |
| List of current contracts awarded and value of contract  | Contact the Clerk |     |
| Members' allowances and expenses   | Website           | FOC |
| <b>Class 3 – What our priorities are and how we are doing</b>  |                   |     |
| (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum   |                   |     |
| Annual Report to Parish or Community Meeting   | Website           | FOC |
| Quality status   | N/A               |     |
| Local charters drawn up in accordance with DCLG guidelines   | N/A               |     |

| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions) Current and previous council year as a minimum  |  |                                   |
|--|--|-----------------------------------|
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)   | Website  | FOC                               |
| Agendas of meetings (as above)   | Website  | FOC                               |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.   | Website  | FOC                               |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.  | Website  | FOC                               |
| Responses to consultation papers   | Contact the Clerk  | FOC                               |
| Responses to planning applications   | Daventry District Council Website                                      | FOC                               |
| Bye-laws   | Northamptonshire County Council Website                                | FOC                               |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only  |  |                                   |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   | Website including hard copy form at cost.<br><br>Download from website | 20p per page + postage<br><br>FOC |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | All of these items are available for download via our website.         | FOC                               |
| Information security policy  | Contact the Clerk  |                                   |
| Records management policies (records retention, destruction and archive)   | Contact the Clerk  |                                   |
| Data protection policies   | Contact the Clerk/Website  |                                   |
| Schedule of charges (for the publication of information)   | Hardcopy or website  | 20p per page + postage            |

|  |  |     |
|--|--|-----|
| <b>Class 6 – Lists and Registers</b>   | (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)               | Contact the Clerk  |     |
| Assets register  | Website  | FOC |
| 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 the Clerk  |     |
| Register of members' interests   | Website  | FOC |
| Register of gifts and hospitality  | N/A  |     |
|  |  |     |
| <b>Class 7 – The services we offer</b>   | (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   |  |     |
| Allotments   | Contact the church   |     |
| Burial grounds and closed churchyards  | Contact the church   |     |
| Community centres and village halls  | Contact the Village Hall Committee   |     |
| Parks, playing fields and recreational facilities  | Contact the Clerk  |     |
| Seating, litter bins, clocks, memorials and lighting   | Contact the Clerk  |     |
| Bus shelters   | Contact NCC  |     |
| Public conveniences  | N/A  |     |
| Agency/Contractor agreements – grass cutting and maintenance   | Website  |     |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)   | Contact the Clerk  |     |
|  |  |     |
| <b>Additional Information</b>  |  |     |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above   |  |     |

### Contact details:

Josie Flavell - Clerk, RFO and Burial Superintendent - Naseby Parish Council

Tel: 07471 134931

Email: [clerk.nasebypc@outlook.com](mailto:clerk.nasebypc@outlook.com)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 20p per sheet (black & white) | 20p  |
|                          | Photocopying @ 20p per sheet (colour)        | 20p  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>             |  |  |

\* the actual cost incurred by the public authority

Review: April 2020