



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- the information is archived, out of date or otherwise inaccessible; or,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
Class 1 - Who we are and what we do		
Naseby Parish Council 36 Kingstyle Close, Crick, Northamptonshire, NN6 7ST Tel: 07471 134931 Email: clerk.nasebypc@outlook.com	Website and notice-board	FOC
Clerk – Josie Flavell Chairman – Paul Reedman Vice Chairman – Steve Davies Councillor – Steve Howat Councillor – Margaret Anderson Councillor – Antonia Collins	Website and Council notice-board	FOC

Class 1 - Who we are and what we do		
Clerk.nasebypc@outlook.com Pgreedman.nasebypc@gmail.com Steve.howatnpc@outlook.com Sdavies.nasebypc@outlook.com Margaret.andersonnpc@outlook.com Antonia.collinsnpc@outlook.com	Website	FOC
The Clerk is the Council's Responsible Financial Officer and Proper Officer and reports to full Council	Website	FOC
Class 2 – What we spend and how we spend it		
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
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		
Annual Report to Parish or Community Meeting	Website	FOC
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		
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	West Northants Council Website	FOC
Bye-laws	West Northants Council	FOC
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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 including hard copy form at cost. Download from website	20p per page + postage FOC
Policies and procedures for the provision of services and about the employment of staff: 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)	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

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)	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	
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		
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	
Additional Information		
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

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 @ 20p per sheet (black & white)	20p
	Photocopying @ 20p per sheet (colour)	20p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Review: April 2023