**FREEDOM OF INFORMATION ACT PUBLICATION SCHEME.**

**Information available from Morebath Parish Council under the model publication scheme.**

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| **Reviewed** | **Adopted** |
|  | **3 May 2021** |
| **31 May 2022** | **31 May 2022** |
| **22 May 2023** | **22 May 2023** |

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used) | *Parish Notice Board**Notice Board at Masons Kings, Exebridge**Contact Clerk**Website* |  |
| Location of main Council office and accessibility details | *Notice Board* |  |
| Staffing structure | *Parish Notice Board* |  |
| Current and previous financial year as a minimum | *Hard copy held by Clerk**Website* |  |
| Annual return form and report by auditor | *Hard copy held by Clerk* |  |
| Finalised budget | *Hard copy held by Clerk and Councillors* |  |
| Precept | *Hard copy held by Clerk* |  |
| Borrowing Approval letter | *Not applicable* |  |
| Financial Standing Orders and Regulations | *Hard copy held* |  |
| Grants given and received | *P3 Co-ordinator**Clerk* |  |
| List of current contracts awarded and value of contract | *Can be emailed* |  |
| Members’ allowances and expenses | *Available to view when applicable* |  |
| Parish Plan (current and previous year as a minimum) | *Hard copy held by Clerk and Councillors* |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | *Hard copy held by Clerk**Website – minutes* |  |
| Quality status | *n/a* |  |
| Local charters drawn up in accordance with DCLG guidelines | *n/a* |  |
| Current and previous council year as a minimum | *In the form on Meeting Minutes* |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | *Hard copy held by Clerk and Councillors**Notice Boards**Website* |  |
| Agendas of meetings (as above) | *Hard copy held by Clerk and Councillors**Current on Notice board**Website* |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | *Hard copy held by Clerk and Councillors**Current on Notice board**Website**Abridged version included in the Signpost magazine* |  |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | *Clerk* |  |
| Responses to consultation papers | *In the Minutes when applicable* |  |
| Responses to planning applications | *Included in the Minutes* |  |
| 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 |  |  |
| Policies and procedures for the conduct of council business: Procedural standing ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersCode of ConductPolicy statements | *Clerk holds copies**In force**Not applicable**Not applicable**In force**Not applicable* |  |
| Policies and procedures for the provision of services and about the employment of staff:Internal policies relating to the delivery of servicesEqual Opportunity PolicyHealth and safety policyRecruitment policies (including current vacancies) Policies and procedures for handling requests for informationComplaints procedures (including those covering requests for information and operating the publication scheme) | *Not applicable**In place**In place**When applicable**In place**In place* |  |
| Information security policy | *In place* |  |
| Records management policies (records retention, destruction and archive) | *In place* |  |
| Data protection policies  | *In place* |  |
| Schedule of charges (for the publication of information) | *Please see end of this document* |  |
| **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) | *Not applicable* |  |
| Assets Register  | *Hard copy held by clerk* |  |
| 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) | *Not applicable* |  |
| Register of members’ interests | *Hard copy held by clerk* |  |
| Register of gifts and hospitality | *Available when applicable* |  |
| **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 | (hard copy or website; some information may only be available by inspection) |  |
| Allotments | *n/a* |  |
| Burial grounds and closed churchyards | *n/a* |  |
| Community centres and village halls | *n/a* |  |
| Parks, playing fields and recreational facilities | *Play area* |  |
| Seating, litter bins, clocks, memorials and lighting | *Two seats* |  |
| Bus shelters | *Two* |  |
| Markets | *n/a* |  |
| Public conveniences | *n/a* |  |
| Agency agreements | *n/a* |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) |  |  |
| **Additional Information**This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
| ***Planning Decisions*** |  |  |
| Planning decision process | *Shown on web site* |  |

**Contact details:**

**Clerk –** Mrs S Squire

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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.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 2p per sheet (black & white) | Actual cost \*  |
|  | Photocopying @ 5p per sheet (colour) | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| **Statutory Fee** |  | In accordance with the relevant legislation  |

\* the actual cost incurred by the public authority