

The Freedom of Information Act 2000

The Freedom of Information Act requires every public authority to adopt and maintain a publication scheme, which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

Marhamchurch Parish Council approved the new scheme 18.02.14. This is in accordance with the template of information that the Information Commissioner expects a local council to hold and make available within each class. The table below shows what is available and how the specific information can be obtained

Information available from Marhamchurch Parish Council under the model publication scheme

Hard copies can be obtained by contacting the Clerk – refer to the schedule of charges on page 6

Website refers Marhamchurch Parish Council Website:

<http://www.marhamchurch-pc.gov.uk/>

CC Website refers to Cornwall Council Website:

<http://www.cornwall.gov.uk/search/?query=Marhamchurch&freetext=Marhamchurch>

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 .		
Who's who on the Council and its Committees	Website, Hard copy	
Contact details for Parish Clerk and Council members	Noticeboard, Website, Hard copy	
Accessibility details	Hard copy, Noticeboard, Website	
Staffing structure	n/a	

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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy, Website	
Finalised budget	Hard copy	
Precept	Hard copy	
Borrowing Approval letter	n/a	
Financial Regulations	Hard copy	
Grants given and received	Hard copy	
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)		
Parish Plan	Hard copy, Website & CC Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy & Website	
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, any committee/sub-committee meetings and parish meetings)	Hard copy & Noticeboard	
Agendas of meetings (as above)	Hard copy- Noticeboard & Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy & Website	
Reports presented to council meetings - nb 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 and CC Planning Portal	
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:	Hard copy	
Procedural standing orders	Hard copy	
Committee and sub-committee terms of reference	n/a	
Delegated authority in respect of officers	n/a	
Code of Conduct	Hard copy	
Policy statements	Hard copy	

Policies and procedures for the provision of services and about the employment of staff including Internal policies relating to the delivery of services 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) Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges)for the publication of information)	Hard copy for all where applicable	
Class 6 – Lists and Registers Currently maintained lists and registers only	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)		
Assets Register	Hard copy	
Burial Records	By appointment	
Register of members' interests	Hard copy & CC Website	
Register of gifts and hospitality	n/a	

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	some information may only be available by inspection)	
Allotments	n/a	
Burial ground	Hard copy & Website	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	n/a	
Public conveniences	Hard copy	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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

Contact details: Marhamchurch Parish Clerk Wild Woods Marhamchurch BUDE EX23 0HZ email mpcclerk@yahoo.co.uk

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 A4 sheet (mono)	Actual cost *
	Photocopying @ .20p per A4 sheet (colour)	Actual cost
	A3 costs will be double the above respectively + a fee for travel and time to access A3 copying facilities	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation: £20 per hour re staff time + disbursements. When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work
Other		

* the actual cost incurred by the public authority

Adopted November 2015