



Freedom of Information Act

Mayfield and Five Ashes Parish Council

Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Mayfield and Five Ashes Parish Council on 12 May 2014 and does not require further approval, being valid until further notice.

The publication scheme commits the Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

Classes of information

Class 1 - Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

Class 2 - What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

Class 3 - What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Class 4 - How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Class 5 - Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Class 6 - Lists and registers Information held in registers required by law and other lists and registers relating to the functions of the authority.

Class 7 - The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information or as a result of preparing information in a non-standard format or a different format to that held by the Parish Council.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with either regulations made under section 11B of the Freedom of Information Act or other enactments

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information. A refund will be provided should the preparation of information cost less than the fee charged. Should it transpire that the information costs more than originally anticipated to prepare, an additional invoice will be sent.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Mayfield and Five Ashes Parish Council under the model publication scheme

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 including lay members	Hard Copy Website	£1 Free
Contact details for the Parish Clerk and Council members (named contacts where possible with telephone numbers and email address (if used))	Hard Copy Website Monthly Newsletter	£1 Free Donation
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 External Auditor	Hard Copy	£1
Year End Accounts report by Internal Auditor	Hard Copy	£1
Finalised budget	Hard Copy Website	£1 Free
Precept	Hard Copy	£1
Budget Timetable	Hard Copy Website	£1 Free
Financial Policies and Procedures	Hard Copy Website	£1 Free
Grants given and received	Hard Copy	£1
List of current contracts awarded and value of contract	Hard Copy	£1
Members' allowances and expenses	Hard Copy Website	£1 Free
Monthly Financial Reports	Hard Copy Website	£1 Free

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan 2007 – 2026	Hard Copy Website	£3 Free
Annual Report issued for Annual Parish Meeting	Hard Copy Website	£3 Free
Quality status Certificate and application	Hard Copy	£3
Local charters drawn up in accordance with DCLG guidelines	Not Held	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Meeting Schedule for all Council and Committee meetings including Annual Parish Meetings	Hard Copy Website	£1 Free
Agendas for all Parish Council and Committee meetings	Hard Copy Website Noticeboards	£1 Free Free
Minutes for all Parish Council and Committee meetings (<i>nb - This will exclude information that is properly regarded as private to the meeting</i>)	Hard Copy Website	£1 Free
Reports presented to Council Meetings – by report (<i>nb - This will exclude information that is properly regarded as private to the meeting</i>)	Hard Copy	£1
Responses to Consultations – by consultation	Hard Copy	£1
Responses to Planning Applications (<i>nb – These are included within the Planning Executive Committee minutes</i>)	Hard Copy Website	£1 Free
Bye laws	N/A	
Class 5 – Our Policies and Procedures (current written protocols, policies and procedures for delivering our services and responsibilities)Current data only		
Policies and Procedures for the conduct of Council business		
Standing Orders	Hard Copy Website	£1 Free
Committees – Terms of Reference	Hard Copy Website	£1 Free
Code of Conduct	Hard Copy Website	£1 Free
Delegated authority in respect of officers/clerk	N/A	

Policies and procedures for the provision of services and about the employment of staff:		
Information security policy	Hard Copy	£1
Records management policies (records retention, destruction and archive)	Hard Copy	£1
Data protection policy	Hard Copy	£1
Parish Council policy relating to the delivery of services	Not Held	
Employment – Equality and diversity policy	Not Held	
Health and safety policy	Not Held	
Recruitment policies (including current vacancies)	Hard Copy	£1
Complaints Procedure including those covering requests for information and operating the publication scheme	Hard Copy Website	£1 Free
Policy and procedures for handling requests for Information	Hard Copy Website	£1 Free
Information Charging Policy	Hard Copy Website	£1 Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard Copy	£3
Register of Member's Interests	Hard Copy Website	£1 Free
Disclosure Log indicating information provided in response to requests. Recommended good practice but may not be held by Parish Councils	Not Held	
Register of Gifts and Hospitality	Hard Copy	£1

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

Garden Plots	Not Held	
Seating, Litter bins, village clock, War Memorials, street lighting, winter protection, bus shelters, hanging baskets	Not Held	
Parks, playing fields and recreational facilities	Not Held	
Public Conveniences	Not Held	

Contact Details

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Parish Council Website:
www.mayfieldfiveashes.org.uk

Schedule of Charges

Unless specified above, any other Freedom of Information requests will be charged as defined in the table below:

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per single sided sheet (black & white)	Actual cost
	Photocopying @ 15p per double sided sheet (black & white)	Actual cost
	Photocopying @ .p per single sided sheet (colour)	N/A
	Postage	Actual cost of Royal Mail. All correspondence will be sent by standard 2 nd class mail. If 1 st class post is requested this will be charged at the appropriate rate.

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