

West Deeping Parish Council

Annex to Publication Scheme

Information available from West Deeping Parish Council under the model publication scheme

This guidance gives examples of the kinds of information that we would expect Parish Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish Councils 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- the information is archived, out of date or otherwise inaccessible, or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.

Publishing datasets for re-use

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
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	See WDPC website
Who's who on the Council and its Committees	See West Deeping Parish Council Website (WDPC) at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=100786
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	See WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=100786
Location of main Council office and accessibility details	11 The Lane West Deeping Peterborough PE6 9HS
Staffing structure	Not Applicable – The Clerk is the only member of staff
<p>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</p>	See WDPC website
Annual return form and report by auditor	See WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=121392

Information to be published	How the information can be obtained
Finalised budget	As detailed in Annual Report. See WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=121392
Precept	As above
Borrowing Approval letter	Not Applicable – no borrowing
Financial Standing Orders and Regulations	See WDPC Website
Grants given and received	As detailed in Annual Report. See WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=121392
List of current contracts awarded and value of contract	On application to Parish Clerk
Members expenses	No allowances paid, travelling expenses paid when agreed by WDPC
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	See WDPC website
Parish Plan (current and previous year as a minimum)	Not Applicable – WDPC has no separate parish plan
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	See WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=101469
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	No charters established at present

Information to be published	How the information can be obtained
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	See WDPC website
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>As published on WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?catId=26003, Village Hall noticeboard and Towers & Spires.</p>
<p>Agendas of meetings (as above)</p>	<p>As published on WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=101469 and Village Hall noticeboard</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>As published on WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=101469</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	On application to Parish Clerk
<p>Responses to consultation papers</p>	On application to Parish Clerk
<p>Responses to planning applications</p>	On application to Parish Clerk
<p>Bye-laws</p>	Not Applicable – none made
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	See WDPC website
<p>Policies and procedures for the conduct of council business:</p>	

Information to be published	How the information can be obtained
<ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Code of Conduct • Delegated authority in respect of officers • Policy statements 	<p>As published on WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=101469</p> <p>There is no delegated authority or policy statements</p> <p>There are no policy statements</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Internal instructions to staff and policies relating to the delivery of services • 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) 	<p>As published on WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=101469</p> <p>Not Applicable</p> <p>Not Applicable</p> <p>On request to Parish Clerk</p> <p>None adopted as not a statutory requirement</p>
<p>Information security policy</p>	<p>Included as part of GDPR requirements</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Already in force following GDPR and available for inspection on request to Parish Clerk</p>
<p>Data protection policies</p>	<p>Already in force following GDPR and available for inspection on request to Parish Clerk</p>
<p>Schedule of charges (for the publication of information)</p>	<p>See Schedule of Charges at end of document</p>

Information to be published	How the information can be obtained
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	See WDPC website
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	To be determined by WDPC
Assets register	On application to Parish 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)	No separate log held
Register of members' interests	Detailed on councillors election and re-election forms and in Minutes of Parish Council Meetings
Register of gifts and hospitality	Not applicable
<p>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</p>	See WDPC website
Allotments	Not applicable
Burial grounds and closed churchyards	As published on WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=122059
Community centres and village halls	Village Hall managed by WDVH Committee
Parks, playing fields and recreational facilities	Tinsley Field – see WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=100968

Information to be published	How the information can be obtained
Seating, litter bins, clocks, memorials and lighting	Managed by WDPC
Bus shelters	Managed by WDPC
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	As published on WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=100968
Neighbourhood Development Plan	As published on WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=109089
Speed Awareness on King Street	As published on WDPC Website at: http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=127856
<p>Additional Information This will provide WDPC with the opportunity to publish information that is not itemised in the lists above.</p>	

Contact details:

Ian Coles
 Clerk to WDPC
wdparishclerk@gmail.com
 07979 906284

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black & white) *	Actual cost
	Photocopying @ 25p per sheet (colour) *	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class.
Freedom of Information Request	An additional charge may be made if the cost to the Parish Council of retrieval and collation is unreasonable. **	£25 per hour in accordance with statutory guidance.

* Photocopying charges are based on the actual cost incurred by the Parish Council and will be revised periodically in line with inflation.

** If the cost of retrieving and collating information is likely to exceed £450 (in staff time and disbursements) we can refuse your request. Alternatively, if we agree to fulfil your original request, once the £450 limit is exceeded, we will make a charge of £25 per hour.

1. Documents available on the website may be copied without charge. Copies of webpages and other documents on the website may be requested from the Clerk, the charges above will apply.
2. Documents may be inspected in person through the Clerk by prior appointment with the Clerk – the Clerk may limit the length of any such appointment to one hour. There is no charge for inspection of documents. Enquirers may not take away any original version of any document, but copies (up to a maximum of 10 sides of A4) of available documents (whose copying would not constitute a breach of copyright law) may normally be provided at the time of personal inspection at the cost set out above. Any additional copies requested may be provided subsequently by post, at the costs set out above.
3. Copies of documents available electronically may be provided free of charge to enquirers requesting delivery to an e-mail address.
4. All charges must be paid in advance of inspection or documents and/or copying.
5. The Parish Council may, from time to time, revise the level of charges set out above.