

Information available from Buckland Newton Parish Council under the Freedom of Information Act Model Publication Scheme

This guidance gives examples of the kinds of information that Buckland Newton Parish Council provides in order to meet its commitments under the Freedom of Information publication scheme.

We would always expect to make information available unless:

- we do 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- the information is archived, out of date or otherwise inaccessible; or,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.

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 we are satisfied that it is not appropriate to do so. So far as reasonably practicable, we must publish it in an electronic form that is capable of re-use.

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website or hard copy	<p>Hard copies will be charged at £ 1.00 per copy plus any postage costs incurred</p> <p>All information on the website is free to read and download</p>
<p>Who's who on the Council and its Committees</p> <p>Detail of any representation on local public bodies</p>	Website hard copy contact clerk	Free £ 1.00 per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website hard copy contact clerk	Free £ 1.00 per sheet

Location of main Council office and accessibility details	N/A Contact Clerk for details of Parish Pavilion	
Staffing structure	Website Hard copy contact clerk	Free £ 1.00 per sheet
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	Website hard copy contact clerk	Free £ 1.00 per sheet
Annual return form and report by auditor	Website hard copy contact clerk	Free £ 1.00 per sheet
Finalised budget	Website hard copy contact clerk	Free £ 1.00 per sheet
Precept	Website hard copy contact clerk	Free £ 1.00 per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website hard copy contact clerk	Free £ 1.00 per sheet
Grants given and received	Website hard copy contact clerk	Free £ 1.00 per sheet
List of current contracts awarded and value of contract	Website hard copy contact clerk	Free £ 1.00 per sheet
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Website Hard copy	Free £ 1.00 per sheet
Neighbourhood Plan	Website Hard copy	Free £ 1.00 per sheet
Emergency Plan	Website Hard copy	Free £ 1.00 per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free

	Hard copy	£ 1.00 per sheet
Quality Status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health and Safety, Equality) as appropriate and relevant	Website Hard copy	Free £ 1.00 per sheet
Class 4 – How we make decisions (Decision making process and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/ Hard Copy clerk	Free £ 1.00 per sheet
Agendas of meetings (as above)	Website Notice board at village shop Hard copy contact clerk	Free Free £ 1.00 per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Notice board at village shop Hard copy contact clerk	Free £ 1.00 per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy contact clerk	Free £ 1.00 per sheet
Responses to consultation papers	Details – Contact clerk	£ 1.00 per sheet
Responses to planning applications	Available on DC planning website and minutes	Free £ 1.00 per sheet
Bye-laws	Not held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	hard copy or website	
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	Website hard copies contact clerk	Free £ 1.00 per sheet

Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies and details of current vacancies</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Details where applicable</p> <p>Website /contact clerk</p>	£ 1.00 per sheet
Records management policies (records retention, destruction and archive)	<p>Website</p> <p>Hard Copy –contact clerk</p>	<p>Free</p> <p>£ 1.00 per sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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)	N/A	
Assets Register	<p>Website</p> <p>Hard Copy- contact clerk</p>	<p>Free</p> <p>£ 1.00 per sheet</p>
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.	<p>Website</p> <p>Hard Copy- contact clerk</p>	<p>Free</p> <p>£ 1.00 per sheet</p>
Register of members’ interests	<p>Website</p> <p>Hard Copy- contact clerk</p>	<p>Free</p> <p>£ 1.00 per sheet</p>
Register of gifts and hospitality	<p>Website</p> <p>Hard Copy- contact clerk</p>	<p>Free</p> <p>£ 1.00 per sheet</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	Details – contact Clerk	Free
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	Details – contact Clerk	Free
Parks, playing fields and recreational facilities	Details – Contact Clerk	Free

Seating, litter bins, clocks, memorials and lighting	Details - Contact Clerk	Free
Bus shelters	Details – Contact Clerk	Free
Markets	N/A	N/A
Public conveniences	Details – Contact Clerk	Free
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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Please note all information was correct at time of printing July 2022

Disbursement Costs

A4 Black and White Copy - £1.00

A4 Colour - £ 2.00

Postage

Small Package - £ 0.95 (1st class) - £ 0.68 (2nd class)

Large Package - £ 1.45 (1st class) - £ 1.05 (2nd class)

Power to publicise council and local authority functions – Local Government Act 1982, s142

Written by	Clerk & RFO
Version 4 – adopted by Full Council	12 July 2022 – Min ref 2022/7-10
Revision of document	3 years - 2025