

## **Quarnford Parish Council**

### **PUBLICATION SCHEME**

(As required by the Freedom of Information and Data Protection Regulations 2007)

This publication scheme is a contract between the Parish Council and the Information Commissioners Office. It commits the Council to making information readily available. It should also be of use to member of the public seeking information produced or held by the Parish Council.

This scheme was adopted by Quarnford PC in September 2008, and subsequently revised. This is the most recent revision and was adopted in February 2016.

It covers the following information:

1. Who we are and what we do
2. What we spend and how we spend it
3. What our priorities are and how we are doing
4. How we make decisions
5. Our policies and procedures
6. Lists and Registers
7. The services we offer
8. How members of the public can access this information
9. Our charging policies for this information
10. How regularly this information will be reviewed

#### **1. Who we are and what we do**

Quarnford Parish Council is made up of 5 elected Parish Councillors. We are the lowest tier of elected government within the local government structure and have legal powers which include provision of bus shelters, allotments, litter bins, community centres, be consulted on highways issues and planning applications etc. We do not provide services where these are already provided by the District Council.

The Council employs a part time Clerk and also sub contracts other individuals and organisations to provide services to the Council.

Public meetings are held 4 times a year, in May, August, November and January at Quarnford Memorial Hall, Flash. An agenda is published on notice boards at the hall, in the village and at Flash Bar Stores in advance of the meetings as well as on the Parish Council's website <http://quarnfordparishcouncil.org/>

<b>Information to be Published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Contact details for Parish Clerk and Council members	Hard copy/notice board/ website	20p per sheet for photocopying

## 2. **What we spend and how we spend it**

The Council relies on the Precept (money raised per household through the Council Tax system) and the Parish Grant from the Local Authority to fund its activities. In 2015-16 this funding came to £1300. This is subsidised to a small extent by VAT refunds and any grant funding we are able to obtain.

It is spent on insurance, wages for the Parish Clerk, audit fees, subscriptions for other services and small charitable donations in the local community..

<b>Information to be Published</b>	<b>How the information can be obtained</b>	<b>Cost for hard copies</b>
Parish Council accounts – up to previous six years	Hard copy / website for most recent	20p per sheet
Annual return form and reply by Auditor – up to previous six years	Hard copy / website for most recent	20p per sheet
Finalised budget – previous 3 years	Hard copy/e-copy/website for most recent	20p per sheet
Precept request	Hard copy/e-copy	20p per sheet
Financial standing orders and regulations	Hard Copy /website	20p per sheet
Grants given and received	Hard copy/website	20p per sheet
List of current contracts awarded and value of contract	Hard copy	20p per sheet
Members allowances and expenses	None paid	

## 3. **What our priorities are and how we are doing**

Our current priorities include:

- Campaigning to improve road and footpath safety within the Parish; including lobbying for safety improvements and to our historic footpaths and bridleways
- Formally commenting on local planning applications
- Raising issues on behalf of parishioners with district and County Councils as appropriate
- Supporting other local community issues

Future priorities will stem from consultation with residents.

<b>Information to be Published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Strategies and Plans	Hard copy/website	20p per sheet
Chair's Annual Report	Hard Copy/website	20p per sheet

#### **4. How we make decisions**

As an elected body decisions are made at public meetings by a Councillor proposing a motion, it being seconded and a majority of the Parish Councillors voting to support that proposal. There must be a quorum of 3 Councillors for decisions to be made. Some business may be delegated to sub groups, but the full Parish Council must take decisions on expenditure.

As part of our Standing Orders only items appearing on the published agenda can be voted upon. All discussions and decisions are recorded by minutes, and have to be signed as a true record of proceedings at the next meeting. The Clerk holds copies of minutes and agendas and they will appear on the website

<b>Information to be Published</b>	<b>How the information can be obtained</b>	<b>Cost for hard copies</b>
Records of decisions– last 6 years	Hard Copy/website	20p per sheet
Timetable of meetings	Hard Copy/website	20p per sheet
Agendas of meetings	Hard Copy/e-copy/website	20p per sheet
Minutes of meetings (NB This will exclude information that is properly regarded as being private to the meeting)	Hard Copy/website	20p per sheet
Reports presented to Council meetings (NB This will exclude information that is properly regarded as being private to the meeting)	Hard copy/website	20p per sheet
Responses to consultation papers (where made)	Included in minutes	
Responses to planning applications (where made)	Included in minutes	

## 5. Our policies and procedures

Powers of the Parish Council are regulated by legislation, other policies and procedures governing how we work include:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Audit Regulations
- Publication Scheme

Copies are held by the Clerk to the Council and published on the website

Information to be Published	How the information can be obtained	Cost for hard copies
<p><b><i>Policies and procedures for the conduct of Council business:</i></b>                      Procedural standing orders                      Code of Conduct (Standards Body)</p>	<p>Hard copy/website                      Hard copy/website</p>	<p>20p per sheet                      20p per sheet</p>
<p><b><i>Policies and procedures for the provision of services and about the employment of staff:</i></b>                       Equality and Diversity policy                      Procedures for handling requests for information</p>	<p>Hard copy/website                      Hard copy/website</p>	<p>20p per sheet                      20p per sheet</p>

## 6. Lists and Registers

The Clerk holds some of the information listed below.

Information to be Published	How the information can be obtained	Cost
Register of members interests	Hard copy/SMDC website	20p per sheet

## 7. Other details

Agendas announcing the date and forthcoming business of meetings will be posted on notice boards at Quarnford Memorial Hall, in Flash village and Flash Bar Stores as well as on the website and emailed to any interested member of the public. Copies of previous minutes will also be displayed and any notices we are asked to display by local district or county council, MP etc.

Members of the public with any queries should contact the Clerk of the Parish Council in the first instance. The current Clerk's contact details are held on notice boards, the website and SMDC website.

Under the Freedom of Information Act 2004 everyone has a legal right to request written information held by the Parish Council This will be supplied within 20 days of the request unless it is a piece of information exempted by the Act e.g. it could breach the Data Protection Act by revealing personal details about an individual.

### 8. Schedule of charges

There will normally be no charge to view information; but printing, photocopying or postal charges will be passed on to the person requesting the information (see below).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per sheet (black and white)	Actual cost incurred by the Parish Council
	Postage	Actual cost of Royal mail standard 2 <sup>nd</sup> class postage

### 9. How regularly this information will be reviewed

This Publication Scheme was adopted on 29<sup>th</sup> February 2016.. Its contents will be reviewed annually by the Parish Council.