

HORTON PARISH COUNCIL - FREEDOM OF INFORMATION AND PUBLICATIONS COST

Horton Parish Council having adopted the requirements contained within the Freedom of Information Act 2000, will publish and/or make available the information as detailed below, in accordance with the requirements of the publication Scheme.

All applications should be made to the Clerk to the Council (by letter or email) which will be acknowledged. The Act requires that the information or a refusal be provided within 20 working days of receipt.

The Act excludes the provision of sensitive or confidential information or information that is available from a higher authority or other statutory agency or organisation.

Data Protection Legislation also prohibits the publication of certain categories of information. (HPC 2008 - Clerk updated 2020)

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INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

COSTS:

Charges are only made for printed (hard) copies. These are charged at 10p per sheet plus postage if applicable

| INFORMATION TO BE PUBLISHED | HOW THE INFORMATION CAN BE OBTAINED | | |
|--|-------------------------------------|------------------------|---------------------|
| | From Website | Paper copy from Clerk* | Parish Noticeboards |
| CLASS 1 – WHO WE ARE & WHAT WE DO (Organisational information, structures, locations, contacts). Current information only | | | |
| Who's who on the Council | ✓ | ✓ | ✗ |
| Contact details for Parish Clerk | ✓ | ✓ | ✓ |
| Contact details for Parish Clerk & Council members | ✓ | ✓ | ✗ |
| Staffing structure | ✗ | ✓ | ✗ |
| CLASS 2 – WHAT WE SPEND & HOW WE SPEND IT (Financial information relating to projected & actual income & expenditure, procurement, contracts & financial audit) | | | |
| Annual return form & report by auditor | ✓ | ✓ | ✗ |
| Current & previous financial year Audit | ✓ | ✓ | ✗ |
| Finalised budget | ✓ | ✓ | ✗ |
| Precept request | ✓ | ✓ | ✗ |
| Monthly payments to suppliers, contractors and staff. (Detailed within the minutes) | ✓ | ✓ | ✗ |
| Financial standing orders & regulations | ✓ | ✓ | ✗ |
| Members' allowances & expenses (none claimed at present) | ✗ | ✓ | ✗ |
| Receipts & payments books, bank reconciliation & VAT, bank statements – <i>Available for inspection by appointment, notes may be taken</i> | ✓ | ✓ | ✗ |
| Grants given & received (see minutes) | ✓ | ✓ | ✗ |
| List of current contracts awarded & value of contract | ✗ | ✓ | ✗ |
| CLASS 3 - WHAT OUR PRIORITIES ARE & HOW WE ARE DOING (Strategies & plans, performance indicators, audits, inspections & reviews) | | | |
| Council's annual report to Parish Meeting | ✓ | ✓ | ✗ |
| CLASS 4 – HOW WE MAKE OUR DECISIONS (Decision making processes & records of decisions) | | | |
| Timetable of meetings - current year shown on agenda & minutes | ✓ | ✓ | ✓ |
| Agendas of meetings | ✓ | ✓ | ✓ |

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|--|------------------------|---|---|
| Minutes of meetings (NB: this will exclude information that is properly regarded as private to the meeting) | ✓ | ✓ | ✗ |
| Reports Presented to Council Meetings (NB: this will exclude information that is properly regarded as private to the meeting) | ✓ | ✓ | ✗ |
| Responses made by Council to consultation papers (detailed in the appropriate minutes) | ✓ | ✓ | ✗ |
| Responses to Planning Applications (detailed in the appropriate minutes.) | RBWM Web Planning site | ✓ | ✗ |
| Bye laws – there are no local bye laws specific to this Parish | ✗ | ✗ | ✗ |
| CLASS 5 – OUR POLICIES & PROCEDURES (Current written protocols, policies & procedures for delivering our services & responsibilities) | | | |
| Procedural standing orders. Public Participation - Council Meetings | ✓ | ✓ | ✗ |
| Committee & sub-committee terms of reference (none at present) | ✗ | ✗ | ✗ |
| Code of Conduct | ✓ | ✓ | ✗ |
| Members' Declaration of Acceptance of Office | ✗ | ✓ | ✗ |
| Other Policies & Procedures | ✓ | ✓ | ✗ |
| CLASS 6 – LISTS & REGISTERS | | | |
| Assets register | ✓ | ✓ | ✗ |
| Register of members' interest (DPI) | ✓ | ✓ | ✗ |
| CLASS 7 – THE SERVICES WE OFFER | | | |
| From the Clerk Any information held covered by this declaration is available for inspection by appointment and notes may be taken | | | |
| Allotments (none) and Bus shelters (none) | ✗ | ✗ | ✗ |
| Recreation Ground | ✗ | ✓ | ✗ |
| Playground within the recreation | ✗ | ✓ | ✗ |
| Village Green | ✗ | ✓ | ✗ |
| Seating, litter bins, notice boards | ✗ | ✓ | ✗ |

SCHEDULE OF CHARGES:-

| TYPE OF CHARGE | DESCRIPTION | BASIS |
|-----------------------|--|---|
| Disbursement of costs | Photocopying at 10p per sheet (black & white only) | Actual cost incurred |
| | Postage | Actual cost of Royal Mail postage, 2nd class Items marked * |

EXCLUSIONS

Employment practise & procedure

- 'Personal records' ie appraisals, employee specific salary details, disciplinary records etc by virtue of being personal data under the Data Protection Act 1998
- Planning documents and any other documents or consultations from /held by a higher authority or statutory agency/organisation are available by application to that authority or statutory agency/organisation.
- Planning consultations, The Development Plan, Structure Plan, Local Plan , Waste & Mineral Plan & Rights of Way/Footpaths maps all are obtainable from the local planning &/or Highway Authority

Audit & Accounts

- All commercially sensitive information eg quotations & tenders is treated as confidential to ensure that the whole tender process is fair

CONTACT DETAILS:- Clerk to the Council clerk@hortonparishcouncil.gov.uk 01753 686600

- As the Clerk works from home, under our duty of care to employees, members of the public will only be seen by prior appointment and at a pre-arranged venue.