

HORTON PARISH COUNCIL - FREEDOM OF INFORMATION

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 2015)

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INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 – WHO WE ARE & WHAT WE DO (Organisational information, structures, locations, contacts). Current information only		
Who's who on the Council	Web site From the Clerk	Free Free
Contact details for Parish Clerk & Council members	Web site. Notice Boards From the Clerk	Free Free
Staffing structure	n/a – one employee only	
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	From the Clerk Hard copy	10p per sheet*
Current & previous financial year Audit	From the Clerk Hard copy	Free 10p per sheet*
Finalised budget – limited to last financial year	From the Clerk Hard copy	10p per sheet*
Precept request - limited to last financial year	From the Clerk Hard copy	Free 10p per sheet*

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Monthly payments to suppliers contractors and staff. Limited to the current and previous financial year	Detailed within the minutes. Web Site and from the Clerk. Hard Copy	Free 10p per sheet*
Financial standing orders & regulations - current	From the Clerk Hard copy	Free 10p per sheet*
Members' allowances & expenses	None claimed at present	
Receipts & payments books, bank reconciliation & VAT, bank statements – limited to last financial and current financial year	Available for inspection by appointment , notes may be taken	Free
Grants given & received - current & previous financial year	From the Clerk Hard Copy	Free 10p per sheet*
List of current contracts awarded & value of contract	From the Clerk Hard copy	Free 10p per sheet*
CLASS 3 - WHAT OUR PRIORITIES ARE & HOW WE ARE DOING (Strategies & plans, performance indicators, audits, inspections & reviews)		
Council's annual report to Parish Meeting – current & previous year	Web site or via the Clerk Hard copy	Free 10p per sheet*
CLASS 4 – HOW WE MAKE OUR DECISIONS (Decision making processes & records of decisions)		
Timetable of meetings - current year	Web site Hard copy	Free 10p per sheet*
Agendas of meetings - current & previous Council year	Web site, notice boards From the Clerk Hard copy	Free 10p per sheet*
Minutes of meetings - current & previous Council Year (NB: this will exclude information that is properly regarded as private to the meeting)	Web site or via the Clerk Notice boards Hard copy	Free 10p per sheet*
Reports Presented to Council Meetings (NB: this will exclude information that is properly regarded as private to the meeting)	From the Clerk Hard copy	Free 10p per sheet*
Responses made by Council to consultation papers	Detailed in the appropriate minutes . Web site or via the Clerk Hard Copy	Free 10p per sheet*
Responses to Planning Applications (last two years)	Detailed in the appropriate minutes. RBWM Web site	Free
Bye laws – there are no local bye laws specific to this Parish		

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 5 – OUR POLICIES & PROCEDURES (Current written protocols, policies & procedures for delivering our services & responsibilities)		
Procedural standing orders. Public Participation - Council Meetings	Web Site From the Clerk Hard copy	Free 10p per sheet*
Committee & sub-committee terms of reference	No Committees operate at present	
Code of Conduct	Web site Clerk or RBWM Monitoring Office Hard copy	Free 10p per sheet*
Members' Declaration of Acceptance of Office	Hard copy From the Clerk	10p per sheet*
Complaints Procedure, Equality and Diversity Statement, Communications Policy, What is a Parish Council (?) Introduction Paper	Web site From the Clerk Hard copy	Free 10p per sheet*
CLASS 6 – LISTS & REGISTERS		
Assets register	From the Clerk Hard copy	Free 10p per sheet*
Register of members' interest	Hard copy - Clerk	10p per sheet*
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	Free
Allotments None	n/a	
Recreation Ground	From the Clerk	
Playground within the recreation	From the Clerk	
Village Green	From the Clerk	
Seating, litter bins, notice boards	From the Clerk	
Bus Shelters None	n/a	

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:-

Betty Marlow
Clerk to the Council
hortonparishcouncil@yahoo.co.uk
01753 682482

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 (village hall)
Within her own home a third independent person will be present.

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, 2 nd class Items marked *