



LITTLE MARLOW PARISH COUNCIL

Information available from Little Marlow Parish Council under the Model Publication Scheme

Resolved at the Parish Council Meeting on 19th March 2024

This model publication scheme has been prepared and approved by the Information Commissioner. Under the model publication scheme Little Marlow Parish Council will make the following information available in order to meet its obligations, 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- the information is archived, out of date or otherwise inaccessible; or,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.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Organisational information, structures, locations and contacts. This will be current information only.	Website & Notice Boards	Free
Who's who on the Council and its Committees	Website & Notice Boards	Free
Contact details for Parish Clerk and Council members	Website & Notice Boards	Free
Location of main Council office and accessibility details	Website & Notice Boards	Free
Staffing structure	Website	Free
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	Free 20p per page + postage
Annual return form and report by auditor	Website & Notice Boards	Free
Finalised budget	Website	Free
Precept	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants received	Hard copy from Parish Clerk	20p per page + postage

List of current contracts awarded and value of contract	Hard copy from Parish Clerk	20p per page + postage
Members' allowances and expenses	Hard copy from Parish Clerk	20p per page + postage
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	Website	Free
Current and previous year as a minimum	Hard copy	20p per page + postage
Parish Plan	N/A	
Annual Report to Parish Meeting	Website	Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions		
Decision making processes and records of decisions	Website	Free
Current and previous council year as a minimum	Hard copy	20p per page + postage
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website & Notice Boards	Free
Agendas of meetings (as above)	Website	Free
Draft Meeting Minutes of meetings & subsequent approved Meeting Minutes (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Hard copy from Parish Clerk	20p per page + postage
Responses to planning applications (as written in council minutes)	Website	Free
Bye-laws	Website	Free
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities	Website Hard copy	Free 20p per page + postage
<u>Policies and procedures for the conduct of council business:</u>		

Standing Orders and Financial Regulations	Website	Free
Code of Conduct		
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
<u>Policies and procedures for the provision of services and about the employment of staff:</u>	Hard copy from Parish Clerk	20p per page + postage
	Website	Free
Internal instructions to staff and policies relating to the delivery of services		
Equality and diversity policy		
Health and safety policy		
Recruitment policies (including current vacancies)		
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Policies and procedures for handling requests for information		
Information Privacy Policy GDPR	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers	Website	Free
Currently maintained public lists and registers only	Hard copy. Some information may only be available by inspection	20p per page + postage
Assets register	Hard copy from Parish Clerk	20p per page + postage
Disclosure log	Hard copy from Parish Clerk	20p per page + postage
Register of members' interests	Website	Free
Register of gifts and hospitality	Hard copy from Parish Clerk	20p per page + postage
Class 7 – The services we offer	Website	Free
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Hard copy. Some information may only be available by inspection	20p per page + postage
Current information only		

Allotments	Website	Free
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets		
Public conveniences		
Agency agreements	Hard copy from Parish Clerk	20p per page + postage
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to the Council
Community Office, The Pavilion, Church Road, Little Marlow, Bucks, SL7 3RS
Telephone: 01628 890301
e-mail: clerk@littlemarlowparishcouncil.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost plus staff time
	Photocopying @ 28p per sheet (colour)	Actual cost plus staff time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Date of policy: March 2024
Approving committee: Parish Council Meeting
Date of committee meeting: 19th March 2024
Minute No: 2605/24