

Information available from Colton Parish Council under the Freedom of Information Act model publication scheme put forward by the Information Commissioner's Office

Introduction

A model publication scheme was prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. The publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned in the Information Commissioner's Office (ICO) scheme, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the specified classifications.
- To specify the information which is held by the authority and falls within the classifications.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within the scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under the scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make its publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Colton Parish Council

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p><i>Organisational information, locations and contacts, constitutional and legal governance</i></p>		
List of Council members and their responsibilities	Website	Free
Contact details for Parish Clerk and Council members	Website Parish Magazine*	Free Free
<i>Where possible, provide named contacts including contact phone numbers and email addresses</i>		
Location of main Council office and accessibility details	Not applicable (Clerk works from home and this is the official Council address)	
Staffing structure	Not applicable (One employee only)	
<p>Class 2 – What we spend and how we spend it</p> <p><i>Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.</i></p> <p>Current and previous financial year as a minimum but some information on website going back to 2016/17.</p>		
Statement of accounts and internal audit report included in the Annual Governance and Accountability Return	Website Notice Board Hard copy	Free Free Charged
Finalised budget including precept	Website	Free

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Ongoing and end of year financial reports of receipts and payments against budget	Website	Free
List of payments	Website within Minutes and also in financial reports	Free
Financial Regulations	Website	Free
<p>Class 3 – What our priorities are and how we are doing</p> <p><i>Strategy and performance information, plans, assessments, inspections and reviews.</i></p> <p>Current and previous year as a minimum</p>		
Minutes of Budget discussion meeting	Website	Free
Annual governance statement within the Annual Governance and Accountability Return	Website Noticeboard Hard copy	Free Free Charged
Risk assessment	Website	Free
Annual report given verbally to Parish Assembly		
<p>Class 4 – How we make decisions</p> <p><i>Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.</i></p> <p>Current and previous council year as a minimum for meeting documents (but information currently on website back to April 2017)</p>		
Timetable of Council meetings	Website	Free

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Agendas of meetings	Website	Free
Minutes of meetings	Website	Free
Summarised notes of meetings (before formal approval by the Council)	Parish Magazine*	Free
Standing orders	Website	Free
Responses to planning applications	Displayed by Lichfield District Council on the planning section of their website	Free
<p>Class 5 – Our policies and procedures</p> <p><i>Current written protocols for delivering our functions and responsibilities.</i></p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Standing orders • Code of Conduct • Policies 	Website	Free
<p>Class 6 – Lists and Registers</p> <p><i>Information held in registers required by law and other lists and registers relating to the functions of the authority.</i></p>		
Asset register including land owned	Website	Free
Registers of members' interests	Website	Free
<p>Class 7 – The services we offer</p> <p><i>Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.</i></p>		

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Allotments	Not held	
Burial ground and closed churchyard	Website	Free
Village hall including playing field and children's play area	Not applicable – owned and run by the Colton Village Hall Management Committee, although Parish Council contributes to costs of grass cutting and play area	
Additional Information Information not itemised in the lists above	As determined by the Council to be available and the format that such information will be made available	May be charged
Lichfield District Council services	www.lichfielddc.gov.uk 01543 308000	
Staffordshire County Council services	www.staffordshire.gov.uk	

*Parish Magazine is not under the editorial control of Colton Parish Council but it makes a significant contribution to the costs and is generally able to have included any articles or information it requests.

Schedule of charges

This describes how the charges have been arrived at and may apply should hard copies be requested.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost ^
	Photocopying @ 30p per sheet (colour)	Actual cost ^
	Postage	Actual cost of Royal Mail standard 2 nd class

^ the actual cost incurred

Colton Parish Council

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The Clerk is part-time, working 6 hours per week (spread out over evenings, Fridays and weekends) so there may be a delay in receiving a response.