

## **FREEDOM OF INFORMATION ACT NEW MODEL PUBLICATION SCHEME**

### **Information available from Quinton Parish Council under the model publication scheme**

<b><u>Information to be published</u></b>	<b>How the information can be obtained</b>	<b><u>Cost</u></b>
<p><b>Class1 - Who we are and what we do</b></p> <p>List of council members            Details of Parish Clerk            How to contact us</p>	<p>Hard copy from the Clerk by prior written application</p> <p>Details published in monthly Quinton News</p> <p>or on the web site <a href="http://www.quinton.org.uk">www.quinton.org.uk</a></p>	<p>See schedule of charges at end of document</p>
<p><b>Class 2 – What we spend and how we spend it</b></p> <p><b>Current and previous financial years information available as follows</b></p> <p>Annual return form and report by auditor **            Finalised budget and Precept            Borrowing Approval letter            Financial Standing Orders and Regulations **            Grants given and received**</p>	<p>Hard copy can be obtained from the clerk</p> <p>** available to view on <a href="http://www.quinton.org.uk">www.quinton.org.uk</a></p>	<p>See schedule of charges at end of document</p>

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Parish Neighbourhood Plan</p> <p>Report to Annual Parish Meeting (current and previous years)</p>	<p>Available on website www.quinton.org.uk</p> <p>Hard copy can be obtained from the clerk</p>	<p>See <b>schedule of charges at end of document</b></p>
<p><b>Class 4 – How we make decisions</b></p> <p>Timetable of Parish Council meetings and Annual Parish meeting (current and previous years)</p> <p>Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)</p> <p>Agendas of meetings</p> <p>Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting)</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> <p>Bye-laws (The Green and Lee Road recreation ground)</p>	<p>Minutes either hard copy can be obtained from the clerk or on the web site www.quinton.org.uk</p> <p>Hard copy can be obtained from the clerk</p>	<p>See <b>schedule of charges at end of document</b></p>

<p><b>Class 5 – Our policies and procedures</b></p> <p>Procedural standing orders  Code of Conduct  Policy statements  Policies and procedures for handling requests for information  Information security policy (Risk Assessment)  Schedule of charges for the publication of information  Equality and diversity policy  Health and safety policy  Recruitment policies (Reference the clerk)  Policies and procedures for the provision of services and about the employment of staff:  Complaints procedures (including those covering requests for information and operating the publication scheme)  Records management policies (records retention, destruction and archive)  Data protection policies</p>	<p>Hard copy can be obtained from the clerk</p> <p>or on the web site  <a href="http://www.quinton.org.uk">www.quinton.org.uk</a></p>	<p>See schedule of charges at end of document</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Assets Register</p>	<p>Hard copy can be obtained from the clerk</p>	<p>See schedule of charges at end of document</p>
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)  Register of members interests**  Register of gifts and hospitality</p>	<p>Viewing available by prior appointment with clerk</p> <p>** or on the web site  <a href="http://www.quinton.org.uk">www.quinton.org.uk</a></p>	<p>See schedule of charges at end of document</p>

<p><b>Class 7 – The services we offer</b>  Allotments  Parks, playing fields and recreational facilities  Seating, litter bins, memorial and lighting</p>	<p>Contact the clerk for specific information required</p>	<p>See schedule of charges at end of document</p>
<p><b>Additional Information</b>  This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p> <p><b>Quinton Parish Council has adopted the model Freedom of Information Publication Scheme recommended by BALC and the Office of the Information Commissioner.</b>  <b>The template for this scheme includes elements that do not apply to this council and therefore no information is held on them.</b>  <b>Those elements have been removed from the template and are not included in this publication.</b></p>		

**Parish Clerk contact details:**

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## SCHEDULE OF CHARGES

<u>TYPE OF CHARGE</u>	<u>DESCRIPTION</u>	<u>BASIS OF CHARGE</u>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white) Min charge £5.00	Actual cost to council
	Photocopying @ 35p per sheet (colour) Min charge £5.00	Actual cost to council
	Postage	Actual cost of to council