



## Information available from Mottisfont Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available 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- the information is archived, out of date or otherwise inaccessible; or,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.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

## **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> Mottisfont Parish Council</p> <p>Chairman –Cllr Jeff Channing</p> <p>Clerk – Mrs H A Bourner</p> <p>Contact information <a href="mailto:_parishclerk@mottisfontpc.org.uk">_parishclerk@mottisfontpc.org.uk</a></p>	<p>By post – Tanglewood, Stanbury Road, Thruxton, Andover,</p>	<p>10p per B&amp;W copy 26p colour</p> <p>Free</p>
<p>Who's who on the Council and its Committees</p> <p>Cllr J Channing (Chairman) Cllr J Barnett (Vice Chairman) Cllr P Barnett Cllr A Simmonds Cllr J Milns Cllr G Jenkins</p>	<p>By post – Tanglewood, Stanbury Road, Thruxton, Andover, SP11 8NR</p>	<p>10p per B&amp;W copy 26p colour</p> <p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <p>Clerk – Mrs H A Bourner</p> <p>Contact information - <a href="mailto:parishclerk@mottisfontpc.org.uk">parishclerk@mottisfontpc.org.uk</a></p>	<p>By post – Tanglewood, Stanbury Road, Thruxton, Andover, SP11 8NR</p>	<p>10p per B&amp;W copy 26p colour</p> <p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Tanglewood, Stanbury Road, Thruxton, Andover, SP11 8NR</p>	

Staffing structure		
Clerk is only employee		
<b>Class 2 – What we spend and how we spend it</b> Full details of all financial details below can be obtained from the Clerk	By post – Tanglewood, Stanbury Road, Thrupton, Andover, SP11 8NR  Or electronically – <a href="mailto:parishclerk@mottisfontpc.org.uk">parishclerk@mottisfontpc.org.uk</a>	10p per B&W copy 26p colour  Free
Annual return form and report by auditor		
Finalised budget		
Precept		
Members' allowances and expenses		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		

<b>Class 3 – What our priorities are and how we are doing</b>	By post – Tanglewood, Stanbury Road, Thruxton, Andover, SP11 8NR  Or electronically – parishclerk@mottisfontpc.org.uk	10p per B&W copy 26p colour   Free
Village Design Statement		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
<b>Class 4 – How we make decisions</b> Current and previous council year	By post – Tanglewood, Stanbury Road, Thruxton, Andover, SP11 8NR  Or electronically parishclerk@mottisfontpc.org.uk	10p per B&W copy 26p colour   Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		

<p><b>Class 5 – Our policies and procedures</b></p> <p>Current information only</p>	<p>By post – Tanglewood, Stanbury Road, Thrupton, Andover, SP11 8NR</p> <p>Or electronically – parishclerk@mottisfontpc.org.uk</p>	<p>10p per B&amp;W copy 26p colour</p> <p>Free</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
<p>Information security policy</p>		
<p>Data protection policies</p>		

Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	By post – Tanglewood, Stanbury Road, Thrupton, Andover, SP11 8NR  Or electronically – parishclerk@mottisfont.org.uk	10p per B&W copy 26p colour  Free
Any publicly available register or list		
Assets register		
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		
<b>Class 7 – The services we offer</b>		
Current information only	By post – Tanglewood, Stanbury Road, Thrupton, Andover, SP11 8NR  Or electronically – parishclerk@mottisfont.org.uk	
Seating		Free
Litter bins		Free

Village green use		Free
Village flag		Free
Street lighting		Free
Bus shelters		Free
Village map board		Free
Village notice boards		Free
<b>Additional Information</b>		

### Contact details:

Mrs H Bourner – Clerk to Thruxton parish Council  
 By post – Tanglewood, Stanbury Road, Thruxton, Andover, SP11 8NR

Telephone 01264 773976

**Electronically – [parishclerk@mottisfontpc.org.uk](mailto:parishclerk@mottisfontpc.org.uk)**



## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Copying 5.6p, Paper and Administration charge 4.4p per copy
	Photocopying @ 26p per sheet (colour)	Copying 16.6p, Paper and Administration charge 9.4p per copy
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		NONE
<b>Other</b>		

\* the actual cost incurred by the public authority