



Information available from Parish/Community 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- the information is archived, out of date or otherwise inaccessible; or,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".

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Martham Parish Council		
Who's who on the Council and its Committees Ian Bradford, 15 Repps Rd, Martham, NR29 4TJ. Finance/Personnel Tony Gates, 4 Oxford Way, Martham, NR29 4TN. Finance	Website Hard Copy Noticeboards	

Janet Henning, 8 Aspen Close, Martham, NR29 4RT. Personnel Paul Hooper (Chair), 1 Repps Road, Martham, NR29 4TJ Paul Hurkett, 7 Acacia Avenue, Martham, NR29 4SQ Finance Mike Huke, 17 Broom Close, Martham, NR29 4RZ Finance Bob Huxtable, Applegrove, Moregrove, Martham, NR29 4QA Vick Smith, 2 Manor Farm Barns, Back Road, Martham, NR29 4TW Colin Starkings, 19 Thurne Rise, Martham, NR29 4PU. Finance Lee Sutton, 8 Willow Way, Martham, NR29 4SH Personnel Terry Watson, 68 Repps Road, Martham, NR29 4QT Personnel		
Contact details for Parish Clerk and Council members; Sarah Hunt – Clerk to the Council. Community Centre, Playingfield Lane, Martham, NR29 4SP (01493) 749938 clerk@martham.gov.uk		
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy/website	10p per sheet – single side
Finalised budget	Hard copy	As above
Precept	Hard copy	As above
Financial Standing Orders and Regulations	website	
Grants given and received	Hard copy	As above
List of current contracts awarded and value of contract	Hard copy	As above
Members’ allowances and expenses	None claimed	

Class 3 – What our priorities are and how we are doing	(hard copy or website)	
Annual Report to Parish Meeting	Website or hard copy	As above
Quality status	Hard Copy	As above
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or hard copy	As above
Agendas of meetings (as above)	Website/notice board/hard copy	As above
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/emailed or hard copy	As above
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	As above
Responses to consultation papers	Hard copy	As above
Responses to planning applications	Hard copy	As above
Bye-laws	n/a	
Class 5 – Our policies and procedures	(hard copy or website)	
Policies and procedures for the conduct of council business:	Website or Hard Copy	As above

Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements		
Information security policy	Hard Copy	As above
Records management policies (records retention, destruction and archive)	Hard Copy	As above
Data protection policies	Hard Copy	As above
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers		
Any publicly available register or list:		
Assets register	For inspection by appointment	
Register of members' interests	Website	
Register of gifts and hospitality	N/a	
Class 7 – The services we offer		
Allotments	By appointment	
Burial grounds and closed churchyards	N/a	
Community centres and village halls	By appointment	
Parks, playing fields and recreational facilities	N/a	

Seating, litter bins, clocks, memorials and lighting	By appointment	
Bus shelters	By appointment	
Markets	N/a	
Public conveniences	N/a	
Agency agreements	N/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/a	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Martham Parish Council – Sarah Hunt, Clerk.
Community Centre, Playingfield Lane, Martham, NR29 4SP
01493 749938 clerk@martham.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority