Information available from Sharlston Parish Council

under the model publication scheme

This guidance gives examples of the kinds of information that we are expected to provide in order to meet our commitments under the model publication scheme.

We are expected to make this information available unless:

- We do 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. We must provide a direct link to this.
- the information is archived, out of date or otherwise inaccessible; or,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.

This is not an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and we 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 (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website)	Paper copy costs apply
N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	(hard copy or website)	Paper copy costs apply
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy or website)	Paper copy costs apply
Location of main Council office and accessibility details	(hard copy or website)	Paper copy costs apply
Staffing structure	(hard copy or website)	Paper copy costs apply
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	(hard copy or website)	Paper copy costs apply
Annual return form and report by auditor	(hard copy or website)	Paper copy costs apply
Finalised budget	(hard copy or website)	Paper copy costs apply
Precept	(hard copy or website)	Paper copy costs apply
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	(hard copy or website)	Paper copy costs apply
Grants given and received	(hard copy or website)	Paper copy costs apply

List of current contracts awarded and value of contract	(hard copy or website)	Paper copy costs apply
Members' allowances and expenses	(hard copy or website)	Paper copy costs apply
Class 3 – What our priorities are and how we are doing	(hard copy or website)	
Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		Paper copy costs apply
Parish Plan (current and previous year as a minimum)	(hard copy or website)	Paper copy costs apply
Annual Report to Parish Meeting (current and previous year as a minimum)	(hard copy or website)	Paper copy costs apply
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	Paper copy costs apply
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(hard copy or website)	Paper copy costs apply
Agendas of meetings (as above)	(hard copy or website)	Paper copy costs apply
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	(hard copy or website)	Paper copy costs apply
Recordings of meetings (if applicable)	(hard copy or website)	Paper copy costs apply
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	(hard copy or website)	Paper copy costs apply
Responses to consultation papers	(hard copy or website)	Paper copy costs apply
Responses to planning applications	(hard copy or website)	Paper copy costs

		apply
Bye-laws	(hard copy or website)	Paper copy costs apply
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	Paper copy costs apply
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	(hard copy or website)	Paper copy costs apply
Policies and procedures for the provision of services and about the employment of staff: 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)	(hard copy or website)	Paper copy costs apply
Information security policy	(hard copy or website)	Paper copy costs apply

Records management policies (records retention, destruction and archive)	(hard copy or website)	Paper copy costs apply
Data protection policies	(hard copy or website)	Paper copy costs apply
Schedule of charges (for the publication of information)	(hard copy or website)	Paper copy costs apply
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Paper copy costs apply
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(hard copy or website)	Paper copy costs apply
Assets register	(hard copy or website)	Paper copy costs apply
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)	(hard copy or website)	Paper copy costs apply
Register of members' interests	(hard copy or website)	Paper copy costs apply
Register of gifts and hospitality	(hard copy or website)	Paper copy costs apply
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	Paper copy costs apply
Allotments	(hard copy or website)	Paper copy costs apply
Burial grounds and closed churchyards	N/A	
Community centres and village halls	(hard copy or website)	Paper copy costs apply
Parks, playing fields and recreational facilities	(hard copy or website)	Paper copy costs apply

Seating, litter bins, clocks, memorials and lighting	(hard copy or website)	Paper copy costs apply
Bus shelters	N/A	
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	

Contact details:

Emma King, Clerk

theclerk@sharlstonparishcouncil.gov.uk

SHARLSTON
Parish Council

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 A4 sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

Approved by Sharlston Parish Council on 1st June 2020 and reviewed on 2nd June 2025

Signed: *Cllr P Belbin* *E King*
Chairman Clerk