



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

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

We would expect Newnham Parish Council 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- the information is archived, out of date or otherwise inaccessible; or,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> (hard copy or website)	<b>Cost</b> Website is FOC (= Free of Charge). Hard copy is 20p per page plus postage.
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
<p>Newnham Parish Council % The Clerk 2 Western Row, Western Avenue, Daventry, Northamptonshire, NN11 4UD</p> <p>Tel:- 07955-644586</p> <p>Email:- <a href="mailto:clerk@newnham-parish.org.uk">clerk@newnham-parish.org.uk</a></p> <p>Website:- <a href="http://www.newnham-parish.org.uk">http://www.newnham-parish.org.uk</a></p>	<p>Notice Board, Website &amp; from Clerk</p>	

<p><u>Who's who on the Council</u></p> <p>Newnham Parish Council consists of the Parish Clerk and up to 8 Parish Councillors</p> <p>The Clerk: Marion Money          Chairman: Terry Regan - Councillor          Vice Chairman: tba          Nick Shepherd - Councillor          Jim Simpson - Councillor          Sue Venner - Councillor          Alan Cox - Councillor          Richard Harcock - Councillor</p>	<p>Website &amp; from Clerk</p>	
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<p><u>Contact details for Parish Clerk</u></p> <p>Newnham Parish Council          % The Clerk          2 Western Row,          Western Avenue,          Daventry,          Northamptonshire,          NN11 4UD</p> <p>Tel:-07955-644586</p> <p>Email:- <a href="mailto:clerk@newnham-parish.org.uk">clerk@newnham-parish.org.uk</a></p> <p><u>Contact details for Council members</u></p> <p>Terry Regan - <a href="mailto:terry.regan@newnham-parish.org.uk">terry.regan@newnham-parish.org.uk</a>          Nick Shepherd - <a href="mailto:nick.shepherd@newnham-parish.org.uk">nick.shepherd@newnham-parish.org.uk</a>          Jim Simpson - <a href="mailto:jim.simpson@newnham-parish.org.uk">jim.simpson@newnham-parish.org.uk</a>          Sue Venner - <a href="mailto:sue.venner@newnham-parish.org.uk">sue.venner@newnham-parish.org.uk</a>          Alan Cox – <a href="mailto:alan.cox@newnham-parish.org.uk">alan.cox@newnham-parish.org.uk</a>          Richard Harcock – <a href="mailto:richard.harcock@newnham-parish.org.uk">richard.harcock@newnham-parish.org.uk</a></p>	<p>Notice Board, Website &amp; from Clerk</p>	
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<p><u>Location of main Council office and accessibility details</u></p> <p>The Parish Council does not have an office per se but meets on the first Monday of every month (except in August) at Newnham Village Hall, Church Street, Newnham, Northamptonshire starting at 7.30pm</p>		
<p><u>Staffing structure</u></p> <p>The Clerk is the Council's Responsible Financial Officer and reports to full council.</p> <p>All Councillors are volunteers</p>	<p>Website &amp; from Clerk</p>	

<b>Class 2 – What we spend and how we spend it</b> (Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	<b>How the information can be obtained</b> (hard copy or website)	<b>Cost</b> Website is FOC (= Free of Charge). Hard copy is 20p per page plus postage.
All current and previous financial information can be found on our website ( <a href="http://www.newnham-parish.org.uk">http://www.newnham-parish.org.uk</a> ) and hard copies are also available from the Clerk at 20p per page plus postage costs		
Annual return form and report by auditor	Website & from Clerk	
Finalised budget	Website & from Clerk	
Precept	Website & from Clerk	
Borrowing Approval letter	No Borrowings	N/A
Financial Standing Orders and Regulations	Website & from Clerk	
Grants given and received	Website & from Clerk	
List of current contracts awarded and value of contract	Website & from Clerk	
Members' allowances and expenses	Website & from Clerk	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>How the information can be obtained</b> (hard copy or website)	<b>Cost</b> Website is FOC (= Free of Charge). Hard copy is 20p per page plus postage.
Parish Business Plan	Website & from Clerk	
Annual Report to Parish or Community Meeting	Website & from Clerk	
Open meetings with Parishoners	Website & from Clerk	
Quality status		
Local charters drawn up in accordance with DCLG guidelines		



<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	<b>How the information can be obtained</b> (hard copy or website)	<b>Cost</b> Website is FOC (= Free of Charge). Hard copy is 20p per page plus postage.
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website & from Clerk	
Agendas of meetings (as above)	Notice Board, Website & from Clerk	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Notice Board, Website & from Clerk	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website & from Clerk	
Responses to consultation papers	Website & from Clerk	
Responses to planning applications	Daventry District Council	Ask DDC
Bye-laws	Northamptonshire County Council Website	FOC from NCC website

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<b>How the information can be obtained</b> (hard copy or website)	<b>Cost</b> Website is FOC (= Free of Charge). Hard copy is 20p per page plus postage.
<i>Policies and procedures for the conduct of council business:</i>  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website & from Clerk	

<p><i>Policies and procedures for the provision of services and about the employment of staff (where applicable):</i></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>	Website & from Clerk	
Information security policy	Website & from Clerk	
Records management policies (records retention, destruction and archive)	Website & from Clerk	
Data protection policies	Website & from Clerk	
Schedule of charges (for the publication of information)		Website is FOC (= Free of Charge). Hard copy is 20p per page plus postage.

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	<b>How the information can be obtained</b> (hard copy or website; some information may only be available by inspection)	<b>Cost</b> Website is FOC (= Free of Charge). Hard copy is 20p per page plus postage.
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact the Clerk	
Assets register	Website & from Clerk	
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)	Contact the Clerk	
Register of members' interests	Website & from Clerk	
Register of gifts and hospitality	Contact the Clerk	

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	<b>How the information can be obtained</b> (hard copy or website; some information may only be available by inspection)	<b>Cost</b> Website is FOC (= Free of Charge). Hard copy is 20p per page plus postage.
Allotments		
Burial grounds and closed churchyards	Contact the Clerk	
Community centres and village halls	Contact the Clerk	
Parks, playing fields and recreational facilities	Contact the Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact the Clerk	
Bus shelters	Contact the Clerk	
Markets	Contact the Clerk	
Public conveniences	There are none in the Parish	
Agency agreements	Contact the Clerk	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Contact the Clerk	

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Searches of Burial Records or historical minutes for specific items will attract a fee of £10 for each item (plus the copying costs involved)		

### Contact details:

Marion Money - Clerk to Newnham Parish Council  
 2 Western Row,  
 Western Avenue,  
 Daventry,  
 Northamptonshire,  
 NN11 4UD

Tel:- 07955-644586

Email:- [clerk@newnham-parish.org.uk](mailto:clerk@newnham-parish.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 @ 20p per sheet (black & white)	20p per page
	Photocopying @ £1 per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

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Reviewed & updated: November 2019

Email addresses updated: January 2020/November 2020