



Information available from Brampton Ash Parish Council under the model publication scheme

Adopted by Brampton Ash Parish Council

Signed...S Power.....(Chair).....16 December 2015.....(date)

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 See Page 6
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website http://www.parish-council.com/bramptonash	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	E Evans, Clerk to Brampton Ash Parish Council: email - bramptonashparishcouncil@outlook.com 01536 771470	
Location of main Council office and accessibility details	N/A	
Staffing structure	Clerk to Parish Council (part-time employee)	
<p>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</p>	(hard copy or website)	
Annual return form and report by auditor	Hard copy: contact Clerk Website	
Finalised budget	Hard copy: contact Clerk Website	

Precept	Hard copy: contact Clerk Website	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard copy: contact Clerk Website	
Grants given and received	Hard copy: contact Clerk Website	
List of current contracts awarded and value of contract	None	
Members' allowances and expenses	None	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	None	
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	
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)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) Occasionally there will be unplanned meetings e.g. planning meetings to discuss applications where the response is required before the next Parish Council meeting. These will be advertised on the Noticeboard a minimum of 3 days prior to the meeting. Extra-Ordinary meetings will be advertised as widely as possible and an agenda posted on the website and noticeboard 3 days before the meeting	Hard copy: contact Clerk Website	

Agendas of meetings (as above)	Hard copy: contact Clerk Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy: contact Clerk Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy: contact Clerk Website	
Responses to consultation papers	Hard copy: contact Clerk Website	
Responses to planning applications	Hard copy: contact Clerk Website	
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)	
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy: contact Clerk Website	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy: contact Clerk Website	

Information security policy	Hard copy: contact Clerk Website	
Records management policies (records retention, destruction and archive)	Hard copy: contact Clerk Website	
Data protection policies	Hard copy: contact Clerk Website	
Schedule of charges (for the publication of information)	See page 6 of this document	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets register	Hard copy: contact Clerk Website	
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)	None	
Register of members' interests This can be found on the Kettering Borough Council website at the following link: http://www.kettering.gov.uk/info/200033/councillors_democracy_and_elections/1531/parish_and_town_council_register_of_interests/3	Hard copy: contact Clerk Kettering Borough Council website	
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)	
Seating; Bus shelter; Notice board; Grit bin; Gateway fencing All as detailed in the Asset Register	Hard copy: contact Clerk Website	
Additional Information This will provide Councils with the opportunity to publish information that is not		

itemised in the lists above		
Risk assessments	Hard copy: contact Clerk Website	
Internal control procedures	Hard copy: contact Clerk Website	

Contact details:

Clerk to Parish Council

21 Springfield Road, Wilbarston LE16 8QR

Email: bramptonashparishcouncil@outlook.comWebsite: <http://www.parish-council.com/bramptonash>

SCHEDULE OF CHARGES

Website: free of charge

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 @20p per sheet (black & white)	Actual cost *
	Photocopying @25p 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