

MILTON MALSOR PARISH COUNCIL

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FREEDOM OF INFORMATION ACT 2009 PUBLICATON SCHEME – ADOPTED BY THE COUNCIL ON 9/12/08

Information is available from the clerk at a charge of £1.00 per copy for photocopying plus postage, or by inspection at the Parish office by appointment.

CLASS 1: Who We Are & What We Do

Organisational Information, Structures, Locations & Contacts

- a) Who's who on the Council & working groups
- b) Contact details for Parish Clerk & Council members
- c) Location of main Council office & access details.

CLASS 2: What We Spend & How We spend It

Financial information relating to projected & actual income & expenditure, contracts & audit

- a) Current & previous financial year
- b) Annual return form & report by auditor
- c) Finalised budget & Precept
- d) Financial Standing Orders & Regulations
- e) Grants – given & received
- f) Members expenses

CLASS 3: What Our Priorities Are & How We Are Doing

Strategies & plans, performance indicators, audits, inspections & reviews

- a) Parish Plan
- b) Annual Report to Parish Meeting
- c) Quality Status – to be attained.

CLASS 4: How We Make Decisions

Decision making process & record of decisions

- a) Timetable of meetings
- b) Agenda & Minutes of meetings, excluding that which is regarded as private to the meeting
- c) Reports presented to the Council – excluding properly regarded private to the meeting
- d) Responses to consultation papers & planning applications
- e) Bye-laws

CLASS 5: Our Policies & Procedures

Current written protocols, policies & procedures for delivering services & responsibilities

- a) Standing Orders
- b) Committee / working groups terms of reference
- c) Delegated authority in respect of officers
- d) Code of Conduct
- e) Policy Statements

CLASS 6: Lists & Registers

Currently maintained lists & registers only

- a) Asset Register
- b) Register of Members Interests
- c) Register of gifts & hospitality

CLASS 7: The Services We Offer

Current information of leaflets, guidance & newsletters produced for the public

- a) Allotments, burial grounds, village halls/community centres, parks, playing fields, seating, litter bins, clocks, memorials, lighting, bus shelters.
- b) Summary of services for which the Council is entitled to recover a fee (eg: burial fees)