

Publication Scheme – Mereworth Parish Council

Freedom of Information Act

Mereworth Parish Council has produced this Publication Scheme under Section 19 of the Freedom of Information Act 2000 (the FOI Act). It is based on the Model Publication Scheme prepared and approved by the Information Commissioner (2013 edition). The scheme commits the Council:

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public. - To review and update on a regular basis the information the authority makes available under this scheme.

To produce a schedule of any fees charged for access to information which is made proactively available.

To make this publication scheme available to the public.

To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act

Classes of Information

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and Registers
- The services we offer

Who we are and what we do. Parish Council – third tier of Local Government

What we spend and how we spend it. Financial information relating to income and expenditure is available in the Accounts sections of the website. Expenditure over £500 is also listed. Financial Regulations and Donations Policy are available under 'Policies' section.

How we make decisions. Policy proposals and decisions are made by the Parish Council at their monthly meetings. The dates and agendas are displayed on notice boards and on this website.

Minutes of meetings are available on the 'Minutes' section of the website. Responses to planning applications are included in the Minutes of meetings.

Our policies and procedures. Current written protocols for delivering our functions and responsibilities are included on the 'Policies' section of the website. Standing Orders are available under Policies section

Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority are held by The Clerk if confidential, or available on the website. Elected member contact details and Registers of Interests are available on the 'members' section of the website and Clerk's contact details are available on the home page of the website. Assets register is available on the 'Accounts' section of the website

The services we offer. Advice and guidance, media releases. Responses to planning applications, arranging grounds maintenance, liaising with other authorities , maintaining sports facilities, Recreation area, play area, seats and shelters, Providing information. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure .
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available. Wherever possible, information will be provided on the website. We will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying – actual cost
- postage and packaging – actual cost
- the costs directly incurred as a result of viewing information – in accordance with relevant legislation

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests - Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Re-use of Public Sector Information and copyright. Subject to the following conditions, the Council has no objection to organisations downloading its copyright-protected materials from the website and reproducing them in their own publications, or on their internal computer networks. Organisations using the Council's materials must adhere to the following criteria. –

Organisations must ensure that they are using the latest version of the Materials available. –

Any publication or internal network which incorporates the Council's Materials must include an acknowledgement of the source of such materials.

The Material must be clearly separated from any comment made on it by the organisation or others.

Readers of the Material must not be given the impression that the Council is responsible for, or has in any way approved, the publication or network in which its Materials are reproduced.

The Materials may not be altered or amended unless such material is clearly marked as altered or amended by the organisation or others.

No fee may be charged by any organisation reproducing the Council's Materials in respect of reproducing Materials.

When reproducing the Council's Materials, organisations must have regard to any qualifying statements or descriptions attached to the Materials, (for example, descriptions such as 'consultation document', 'discussion paper', or 'preliminary view' are important as are statements concerning the audience at which the Material is directed). If the Material is reproduced in full, or substantial extracts are reproduced, any qualifying statements attached to the Material must be included. Any reproduction of the Council's official forms, other than for the purpose of submitting information to the Council, must be clearly marked 'SPECIMEN' unless otherwise expressly agreed by the Council. There is no charge for the reproduction of Materials made in accordance with these conditions. This applies only to information in which the Council owns the copyright. For any other material, you must seek authorisation from the copyright holders concerned.