



**Jane Austin**

*Executive Officer - Moulton Parish Council*

Moulton Parish Council  
 Moulton Community Centre – Sandy Hill,  
 Reedings, Moulton, Northants, NN3 7AX

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**FREEDOM OF INFORMATION  
 INFORMATION AVAILABLE FROM MOULTON PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME.**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost (See Charge Basis below)</b>
<p><b>Class1 - Who we are and what we do:</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
<p>Who's who on the Council and its Committees</p>	<p>By various means such as:</p> <ul style="list-style-type: none"> <li>* Hardcopy</li> <li>* Website</li> <li>* Notice Board</li> <li>* Email</li> </ul>	<p>A1, A2, A3            Free            Free            Free</p>

Contact details for Executive Officer and Council members (named contacts where possible with telephone number and email address (if used))	As above	As above
Location of main Council office and accessibility details	As above	As above
Staffing structure	As above	As above
<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)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Hardcopy	A1, A2
Finalised budget	Hardcopy Email	A1, A2 Free
Precept	Hardcopy	A1, A2
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hardcopy	A1, A2
Grants given and received	Hardcopy	A1, A2
List of current contracts awarded and value of contract	Hardcopy	A1, A2
Members' allowances and expenses	Hardcopy	A1, A2
<b>Class 3 – What our priorities are and how we are doing:</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hardcopy	A1, A2
Annual Report to Parish/Community Meeting (current & previous year as a minimum)	Hardcopy (Report & Minutes) Website (Report & Minutes) Email	A1, A2 Free Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<b>Class 4 – How we make decisions:</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, Committee, Sub-Committee, Parish)	Website Notice-boards Email	Free Free Free
Agendas of meetings (as above)	Website Notice-boards Email	Free Free Free
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website, Library Hardcopy Email	Free A1, A2 Free
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Hardcopy Email	A1, A2 Free
Responses to consultation papers	Website Email Hardcopy	Free Free A1, A2
Responses to planning applications	Website Email Hardcopy	Free Free A1, A2
Planning Applications (Under 2 years from decision date – over 2 years at DDC)	Viewing with Clerk	C4
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures:</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hardcopy	A1, A2
Committee and sub-committee terms of reference	Hardcopy	A1, A2
Delegated authority in respect of officers	Hardcopy	A1, A2
Code of Conduct	Hardcopy	A1, A2

Policy statements	Hardcopy	A1, A2
Acceptance of Office	Hardcopy	A1, A2
Policies and procedures for provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hardcopy	A1, A2
Equality and diversity policy	Hardcopy	A1, A2
Health and safety policy	Hardcopy	A1, A2
Recruitment policies (including current vacancies)	Hardcopy	A1, A2
Policies and procedures for handling requests for information	Hardcopy	A1, A2
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy	A1, A2
Information security policy	Hardcopy	A1, A2
Records management policies (records retention, destruction and archive)	Hardcopy	A1, A2
Data protection policies	Hardcopy	A1, A2
Schedule of charges (for the publication of information)	Hardcopy Email	A1, A2 Free
<b>Class 6 – Lists and Registers:</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hardcopy Email	A1, A2 Free
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)	Hardcopy	A1, A2
Register of members' interests	Held by Daventry DC	
Register of gifts and hospitality	Recorded in minutes (See above)	See above
Planning Applications Status Report	Website	Free
Works/Maintenance Status Report	Website	Free
Correspondence and items in and out	Hardcopy	A1, A2

<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		
Allotments	Hard Copy	
Burial grounds and closed churchyards	Hard Copy	
Community centres and village halls	Hard Copy	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks, memorials and lighting	On Asset Register (See above)	See above
Bus shelters	On Asset Register (See above)	See above
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy (Other than FOI charges)	See below
<b>Additional Information:</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Village Design Statement	N/A	
Information Pack	Hardcopy	Free

#### CONTACT DETAILS:

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**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>A. Disbursement</b>		
<b>A1</b>	Photocopy (black & white)	10p/sheet
<b>A2</b>	Postage	Actual cost
<b>A3</b>	Executive Officer time	£10 / hour over 1 hour
<b>B. Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>C. Other</b>		
<b>C1</b>	Website	Free
<b>C2</b>	Noticeboard	Free
<b>C3</b>	Email	Free
<b>C4</b>	Viewing with Executive Officer	£10 / hour over 1 hour

**Last Reviewed: Jan 2020**  
**Review Due: Jan 2021**