

Information available from Milton Parish Council under the Freedom of Information Act model publication scheme

This covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(Hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website, Hard copy Website	Free 20p/sheet + postage Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website Website Website	Free Free Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Hard copy	20p/sheet + postage

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 20p/sheet + postage
Finalised budget	Website Hard copy	Free 20p/sheet + postage
Precept	Website Hard copy	Free 20p/sheet + postage
Borrowing Approval letter	Not held	
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website Hardcopy	Free 20p/Sheet + postage
List of current contracts awarded and value of contract	Hard copy	20p/sheet + postage
Members' allowances and expenses	Website	Free
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	(hard copy or website)	

minimum		
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	Website Hard copy	Free 20p/sheet + postage
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website	Free
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)	Website	Free
Agendas of meetings (as above)	Website Hard copy	Free 20p/sheet + postage
Minutes of meetings (as above) – exclude material that is properly	Website Hard copy	Free 20p/sheet +

considered to be exempt from disclosure		postage
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	Not held	
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 • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website Where not listed, a hard copy is available on request	Free 20p/sheet + postage
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for	Website	Free

information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Where not listed, a hard copy is available on request	Free 20p/sheet + postage
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy available on request.	20p/sheet + postage
Assets register, including details of public land and building assets	Website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy available on request.	20p/sheet + postage
Register of members' interests	Website	Free
Register of gifts and hospitality	Hard copy available on request.	20p/sheet + postage
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and	(hard copy or website; some information may only be available by inspection)	

newsletters produced for the public and businesses)		
Current information only		
Allotments	Website Hardcopy	Free 20p/sheet + postage
Burial grounds and closed churchyards	Website Hardcopy	Free 20p/sheet + postage
Community Care Scheme	Website Hardcopy	Free 20p/sheet + postage
Trolley Bus Scheme	Website Hardcopy	Free 20p/sheet + postage
Community centres and village halls	Webpage or Milton Community Centre webpage	Free
Parks, playing fields and recreational facilities	Webpage or Milton Community Centre webpage	Free
Seating, litter bins, clocks, memorials and lighting	Hardcopy	20p/sheet + postage
Bus shelters	Hardcopy	20p/sheet + postage
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website Hardcopy	Free 20p/sheet + postage
Additional Information		
Information not itemised in the lists above		

Schedule of charges

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 *
Paper Copies	Where a paper copy is required at 20p per sheet	Cost
	Postage	Actual cost of Royal Mail standard 2 nd class *
Statutory Fee		In accordance with the relevant legislation Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244

* the actual cost incurred