



Freedom of Information Act 2000

Information available from Martock Parish Council under the Model Publication Scheme

This policy was reviewed by the Council at a meeting of the Finance and Resources Committee on 16th November 2016

This Publication Scheme commits Martock Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Parish Council. Additional information is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organizational information, structures, locations and contacts) This will be current information only</p>	
Who's who on the Council and its Committees	A hard copy from the Parish Clerk or from the Council's website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	
Location of main Council office and accessibility details	
Employees and staffing structure	
<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)</p>	
Annual return form and report by auditor	A hard copy from the Parish Clerk
Finalized budget	
Precept	
Borrowing Approval letter	
Financial Standing Orders and Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members' allowances and expenses	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
Local Community Plan	A hard copy from the Parish Clerk or from the Council's website
Annual Report to Parish Meeting	
Quality status	

Class 4 – How we make decisions		
Information to be published	How the information can be obtained	
(Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	A hard copy from the Parish Clerk or from the Council's website	
Agendas of meetings (as above)		
Minutes of meetings (as above)		
Reports presented to council meetings (NB this will exclude information that is properly regarded as private to the meeting)	A hard copy from the Parish Clerk	
Responses to consultation papers		
Responses to planning applications		
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements 	A hard copy from the Parish Clerk or from the Council's website	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) 		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Any publicly available register or list		A hard copy from the Parish Clerk
Assets Register	Available for inspection	
Register of members' interests	Available for inspection	
Register of gifts and hospitality	Available for inspection	

Information to be published	How the information can be obtained
<p>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</p>	
Allotments	A hard copy from the Parish Clerk or from the Council's website
Burial grounds and closed churchyards	
Community centre and parish hall	
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	
Public conveniences	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	
<p>Additional Information</p>	
Non-confidential correspondence	A hard copy from the Parish Clerk
Results of public surveys and questionnaires	
Presentations made at public meetings	

Contact details:

Parish Clerk
 Martock Parish Council
 The Market House
 Church Street Martock
 Somerset
 TA12 6JL

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clerk@martock-pc.gov.uk

Copies of any document will cost 10p per sheet.

Martock Parish Council

Adopted Date: 3rd March 2011

Next Review due: November 2019

Date of Amendment	Amendment No	Details of changes made	Changed by
16/11/2016	1	Change to Freedom of Information in policy title. Change to Clerk details.	Adam Persson