



# Shenley Church End Parish Council

<b>Shenley Church End Parish Council</b>	<b>Freedom of Information SCEPC-09FOI Version 01</b>
<b>Author:</b>	<b>Jane Munn</b>
<b>Recommended By:</b>	<b>Jane Munn</b>
<b>Approved By:</b>	<b>Full Council</b>

## Freedom of Information

<b>Version</b>	<b>Date Adopted</b>	<b>Minute Ref</b>	<b>Review Date</b>	<b>Changes Required</b>
1.0	05/2013			New Policy

# Information available from Shenley Church End Parish Council under the model publication scheme

The Freedom of Information Act 2000 provides members of the public with basic rights of access to certain types of information. The documents are often available through the Parish Council website, inspection by prior arrangement with the Clerk or by requesting copies. Where copies are required there is a charge detailed on the table below, and the Parish Council has 20 days to provide the relevant information.

The supply of documents under the Freedom of Information Act 2000 does not give an individual or organisation the right to re-use the documents in a way that would infringe copyright.

Section 36 of the Act also provides for information to be exempt from disclosure where such information would, or would be likely to inhibit:

- The free and frank provision of advice
- The free and frank exchange of views for the purpose of deliberation
- Would otherwise prejudice, or be likely to prejudice, the effective conduct of business affairs

## Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

The cost limit for complying with a request or a linked series of requests is £450. Where the estimated costs will exceed this amount, as per Section 12 of the Act, the Parish Council can refuse a request. The estimated costs will include staff time involved in locating, retrieving and extracting the required information and as per the legislation this is rated at £25 per hour.

### Contact details:

Shenley Church End Parish Clerk  
[Clerk@shenleychurchend-pc.co.uk](mailto:Clerk@shenleychurchend-pc.co.uk)  
The Cartshed, 19a Shenley Road  
Shenley Church End  
MK5 6AB  
01908 502808

## Information available from Shenley Church End Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (per side of A4)
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council	The Parish Magazine The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.00 £0.00
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	The Parish Magazine The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.00 £0.00
Location of main Council office and accessibility details	The Parish Magazine The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.00 £0.00
Staffing structure	By application to the Clerk	£0.00
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	By application to the Clerk	£0.10
Finalised budget	The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.00
Precept	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a> Milton Keynes Council website <a href="http://www.milton-keynes.gov.uk/finance">www.milton-keynes.gov.uk/finance</a>	£0.00 £0.00 £0.00
Financial Standing Orders and Regulations	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.10 £0.00
Grants given and received	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.00 £0.00
List of current contracts awarded and value of contract	By application to the Clerk	£0.00
Members' allowances and expenses	By application to the Clerk	£0.00
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report	By application to the Clerk The Parish Magazine The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.10 £0.00 £0.00

<b>Class 4 – How we make decisions</b>		
Timetable of meetings	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.00 £0.00
Agendas of meetings	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a> Parish Noticeboards	£0.10 £0.00 £0.00
Minutes of meetings	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.10 £0.00
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting.	By application to the Clerk	£0.00
Responses to consultation papers	By application to the Clerk	
Responses to planning applications	By application to the Clerk Milton Keynes Council Website <a href="http://www.milton-keynes.gov.uk">www.milton-keynes.gov.uk</a>	
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	By application to the Clerk  The Parish Council website <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.10  £0.00
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures</li> </ul>	By application to the Clerk  The Parish Council website <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.10  £0.00
Information security policy	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.10 £0.00

Records management policies (records retention, destruction and archive)	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.10 £0.00
Data protection policies	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.10 £0.00
Schedule of charges for the publication of information	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.10 £0.00
<b>Class 6 – Lists and Registers (Currently maintained lists and registers only)</b>		
Any publicly available register or list	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a> Milton Keynes Council website <a href="http://www.milton-keynes.gov.uk">www.milton-keynes.gov.uk</a>	£0.10 £0.00 £0.00
Assets Register	By application to the Clerk	£0.10
Register of members' interests	The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a> Milton Keynes Council website <a href="http://www.milton-keynes.gov.uk">www.milton-keynes.gov.uk</a>	£0.00 £0.00
Register of gifts and hospitality	By application to the Clerk	£0.00
<b>Class 7 – The services we offer</b>		
Allotments	By application to the Clerk	£0.00
Community Buildings	The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.00
Litter & Dog waste bins	By application to the Clerk The Parish Council website: <a href="http://www.shenleychurchend-pc.co.uk">www.shenleychurchend-pc.co.uk</a>	£0.00 £0.00