

FREEDOM OF INFORMATION ACT

ASTON INGHAM PARISH COUNCIL

DECLARATION FORM

Aston Ingham Parish Council adopted the following scheme which has been developed and approved by the Information Commissioner in line with Section 20 of the Freedom of Information Act 2000 for Local Councils, and will publish information in accordance with that scheme.

The scheme was adopted at a Parish Council meeting on
It will be valid until further notice.

If you require information about any aspect of Parish Council business, please contact the clerk to the council.

CONTACT DETAILS

Email : - astoninghampc@gmail.com

Telephone : - 01989 720479

Address : - Mrs H. Hobbs, Brooklands Cottage, Aston Ingham. Ross-on-Wye, Herefordshire. HR9 7LS

Website : - www.aipcreports.blogspot.com

Under the Freedom of Information Act, the Parish Council has 20 working days from receipt of a written request to provide the information required, or to supply a refusal.

This publication scheme commits Aston Ingham 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 Aston Ingham Parish Council.

The scheme commits Aston Ingham Parish Council : -

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Aston Ingham Parish Council, and falls within the classifications below.
- To specify the information which is held by Aston Ingham Parish Council 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 which Aston Ingham Parish Council 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.

CLASSES OF INFORMATION

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are, and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the Parish Council.

The services we offer

Any advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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

Aston Ingham Parish Council will indicate clearly to the public what information is covered by this scheme, and how it can be obtained.

Where it is within the capability of Aston Ingham Parish Council, information will be provided on the website. Where it is impracticable to make information available on the 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 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 Parish Council for routinely published material will be justified and kept to a minimum.

Material which is published and accessed on a website will be 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 :-

- ⑩ photocopying
- ⑩ postage and packing
- ⑩ the costs directly incurred as a result of viewing information

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 are readily available to the public.

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.

UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	COST Black & white copy excluding postage Emailed information is free
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Hard copy and/or website	
Who's who on the Parish Council and its committees	Website/email Hard copy	Free 10p per sheet
Contact details for the Parish Clerk and Council members	See 'contact details' on website	Free
Location of Clerk's/Council's place of business and accessibility details	Brooklands Cottage, Aston Ingham, Ross-on-Wye, Herefordshire. HR9 7LS By appointment	

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) Current and previous financial year as minimum		
Annual Return and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy (and in Minutes)	10p per sheet
Financial Standing Orders and Regulations	Hard copy website/email	10p per sheet Free
Grants given and received	Hard copy	10p per sheet
List of contracts awarded and values of contracts	Hard copy	10p per sheet

Class 3- What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or website	Hard copy – 10p per sheet Website- free
Parish Plan -present status	Website (and in Minutes)	Free
Annual Report to Parish Meeting (current and previous year as minimum)	Hard copy Website	10p per sheet Free
Quality status	Hard copy	10p per sheet

Class 4 – How we make decisions (Decision making and records of decisions) Current and previous council year as a minimum	Hard copy or website	
Timetable of meetings (Parish Council, committee meetings, working groups and Parish Meeting)	Website/email Hard copy	Free 10p per sheet
Agendas of meetings (as above)	On Village Hall noticeboard three clear days before meetings Email	Free
Minutes of meetings (as above) This will exclude any information that is properly regarded as private to the meeting.	Website/email Hard copy Also published in The Chimes as 'Notes' before approval	Free 10p per sheet
Reports presented to Parish Council meetings This will exclude any information that is properly regarded as private to the meeting.	Included in Minutes	
Responses to consultation papers	Included in Minutes	
Responses to planning applications	Included in Minutes Herefordshire Council website	Free
Bye- laws	Hard copy	10p per sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of Parish Council business: ⑩ Procedural standing orders ⑩ Delegated authority in respect of officers ⑩ Code of Conduct ⑩ Policy statements including Complaints Procedure, Requests for Information, Risk Assessments, etc.	Hard copy Email Hard copy Email Hard copy Hard copy Email	Hard copy – 10p per sheet Email - free
Schedule of charges	See below	

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy or website (Some information may only be available by inspection)	
Any public register or list (if any are held this should be publicised ; in most circumstances existing access provisions will suffice)	By appointment	
Assets Register	Hard copy	10p per sheet
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet

Class 7 – The services we offer (Information about the services offered by the Parish and District Council, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy/website/viewing by appointment	
Parish Plan development	Website	Free
Parish Map	Viewing by appointment	

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Actual cost *
	Photocopying @ £1 per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class, or 1 st class if requested.
Statutory fee		In accordance with the relevant legislation

* The actual cost incurred by the Parish Council

CONTACT DETAILS

Clerk to Aston Ingham Parish Council : -
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