



Shenley Church End Parish Council

Freedom of Information Act

Adopted: 13 May 2013

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 web-site, 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
Disbursement cost	Photocopying @ .10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		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
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)
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	The Parish Magazine The Parish Council web-site: www.shenleychurchend-pc.co.uk	£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 web-site: www.shenleychurchend-pc.co.uk	£0.00 £0.00
Location of main Council office and accessibility details	The Parish Magazine The Parish Council web-site: www.shenleychurchend-pc.co.uk	£0.00 £0.00
Staffing structure	By application to the Clerk	£0.00
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	By application to the Clerk	£0.10
Finalised budget	The Parish Council web-site: www.shenleychurchend-pc.co.uk	£0.00
Precept	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk Milton Keynes Council web-site www.milton-keynes.gov.uk/finance	£0.00 £0.00 £0.00
Financial Standing Orders and Regulations	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk	£0.10 £0.00
Grants given and received	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk	£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
Class 3 – What our priorities are and how we are doing		
Annual Report	By application to the Clerk The Parish Magazine The Parish Council web-site: www.shenleychurchend-pc.co.uk	£0.10 £0.00 £0.00
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Class 4 – How we make decisions		
Timetable of meetings	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk	£0.00 £0.00
Agendas of meetings	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk Parish Noticeboards	£0.10 £0.00 £0.00
Minutes of meetings	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk	£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 www.milton-keynes.gov.uk	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures		
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 	By application to the Clerk The Parish Council web-site www.shenleychurchend-pc.co.uk	£0.10 £0.00
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures 	By application to the Clerk By application to the Clerk By application to the Clerk The Parish Council web-site www.shenleychurchend-pc.co.uk	£0.10 £0.10 £0.00
Information security policy	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk	£0.10 £0.00
Records management policies (records retention, destruction and archive)	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk	£0.10 £0.00

Data protection policies	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk	£0.10 £0.00
Schedule of charges for the publication of information	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk	£0.10 £0.00
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Any publicly available register or list	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk Milton Keynes Council web-site www.milton-keynes.gov.uk	£0.10 £0.00 £0.00
Assets Register	By application to the Clerk	£0.10
Register of members' interests	By application to the Clerk The Parish Council web-site: www.shenleychurchend-pc.co.uk Milton Keynes Council web-site www.milton-keynes.gov.uk	£0.10 £0.00 £0.00
Register of gifts and hospitality	By application to the Clerk	£0.00
Class 7 – The services we offer		
Allotments	By application to the Clerk	£0.00
Seating, litter bins, memorials	By application to the Clerk	£0.00