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# **Simpson & Ashland Parish Council**

## **Freedom of Information Act**

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**Adopted at the Parish Council meeting held on Monday 12<sup>th</sup> May 2014**

**Reviewed at the Parish Council meeting held on Monday 7 September 2015**

**Reviewed at the Parish Council meeting held on Monday 7 November 2016**

**Reviewed at the Parish Council meeting held on Monday 6 November 2017**

# Information available from Simpson & Ashland 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 Parish 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 A4 per sheet (black & white)	Actual cost
	Photocopying @ 20p A4 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:** Simpson & Ashland Parish Clerk  
[clerk.simpsonandashland@gmail.com](mailto:clerk.simpsonandashland@gmail.com)

## Information available from Simpson & Ashland Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its sub groups	Can be obtained from: The Parish Newsletter Magazine	See Schedule of Charges
	The Parish Council web-site: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	£0.00
Contact details for the Parish Clerk and Council members	Can be obtained from: The Parish Newsletter Magazine	See Schedule of Charges
	The Parish Council web-site: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	£0.00
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to actual income and expenditure Current and previous financial year	Can be obtained from: The Parish Council web-site – see Budget page or view meeting minutes: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	£0.00
	Can be obtained by request to the Parish Clerk	See Schedule of Charges
Annual return form and report by auditor	Can be obtained from: The Parish Council web-site – see Annual Audit page: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	£0.00
	By application to the Parish Clerk <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	See Schedule of Charges
Finalised budget	Can be obtained from: The Parish Council web-site – see Budget page: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	£0.00
Precept	Can be obtained from: The Parish Council web-site: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	£0.00
	Milton Keynes Council web-site <a href="http://www.milton-keynes.gov.uk/finance">www.milton-keynes.gov.uk/finance</a>	£0.00
	Can be obtained by request to the Parish Clerk	See Schedule of Charges
Financial Standing Orders and Regulations	Can be obtained from: The Parish Council web-site – see Polices page: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	£0.00

	By application to the Parish Clerk	See Schedule of Charges
Grants given and received	Can be obtained from: By application to the Parish Clerk The Parish Council web-site – See Grants application page for procedure and application form: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	£0.00 £0.00
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report	Can be obtained from: The Parish Council web-site – see relevant minutes: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a> By application to the Parish Clerk	£0.00  See Schedule of Charges
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Can be obtained from: Parish Noticeboards on Simpson and Ashland The Parish Council web-site: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a> By application to the Parish Clerk	£0.00  £0.00 £0.00
Agendas of meetings	Can be obtained from: Parish Noticeboards on Simpson and Ashland The Parish Council web-site – see agenda page: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a> By application to the Parish Clerk	£0.00 £0.00  See Schedule of Charges
Minutes of meetings	Can be obtained from: The Parish Council web-site – see minutes page: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a> By application to the Parish Clerk	£0.00  See Schedule of Charges
Reports presented to Council meetings - excluding information that is properly regarded as private to the meeting.	Can be obtained from: The Parish Council web-site - see minutes page: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a> By application to the Parish Clerk	£0.00  See Schedule of Charges
Responses to consultation papers	Can be obtained: By application to the Parish Clerk	See Schedule of Charges
Responses to planning applications	Can be obtained from: The Parish Council web-site – see minutes page and planning page: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a> By application to the Parish Clerk	£0.00  See Schedule of Charges

	Milton Keynes Council Website - see planning applications page <a href="http://www.milton-keynes.gov.uk">www.milton-keynes.gov.uk</a>	£0.00
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business – current information only: <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• sub-group terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Can be obtained from:  By application to the Clerk  The Parish Council web-site – see Policies page <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	See Schedule of Charges  £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>	Can be obtained:  By application to the Parish Clerk  By application to the Parish Clerk  The Parish Council web-site – see Policies page <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>	See Schedule of Charges  See Schedule of Charges  £0.00
Records management policies (records retention, destruction and archive)	Can be obtained: By application to the Parish Clerk	See Schedule of Charges
Data protection policies	Can be obtained: By application to the Parish Clerk	See Schedule of Charges
Schedule of charges for the publication of information	Can be obtained: By application to the Parish Clerk	See Schedule of Charges
<b>Class 6 – Lists and Registers (Currently maintained lists and registers only)</b>		
Any publicly available register or list	Can be obtained: The Parish Council web-site: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a> Milton Keynes Council web-site <a href="http://www.milton-keynes.gov.uk">www.milton-keynes.gov.uk</a>  By application to the Parish Clerk	£0.00  £0.00  See Schedule of Charges

Assets Register	Can be obtained: The Parish Council web-site – see Annual Audit page: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>  By application to the Parish Clerk	£0.00  See Schedule of Charges
Register of members' interests	Can be obtained from: Milton Keynes Council web-site <a href="http://www.milton-keynes.gov.uk">www.milton-keynes.gov.uk</a>  The Parish Council web-site: <a href="http://www.simpsonandashland.co.uk/">http://www.simpsonandashland.co.uk/</a>  By application to the Parish Clerk	£0.00  £0.00  See Schedule of Charges
Register of gifts and hospitality	Can be obtained: By application to the Parish Clerk	See Schedule of Charges
<b>Class 7 – The services we offer</b>		
Dog bins, litter bins	Can be obtained: By application to the Parish Clerk	See Schedule of Charges