



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

Jane Austin
Executive Officer

Moulton Parish Council
Moulton Community Centre - Sandy Hill
Reedings, Moulton, Northants, NN3 7AX
t: 01604 642202
e: info@moultonparishcouncil.org.uk
w: www.moultonnorthants-pc.gov.uk

Freedom of Information Publication Scheme

INFORMATION AVAILABLE FROM MOULTON PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME.

Moulton Parish Council will make the information in this definition document available unless:

- It does not hold the information.
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute.
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information.
- The information is archived, out of date or otherwise inaccessible.
- It would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright, or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information published	How the information can be obtained	Cost (See Charge Basis below)
Class1 - Who we are and what we do:		
Organisational information, structures, locations and contacts		
Who's who on the council and its committees	The Council Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Contact details for Executive Officer and council members (named contacts where possible with telephone number and email address (if used))	The Council Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Location of main council office and accessibility details	Community Centre and Cafe Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Staffing structure	Our Staff Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
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		
Annual return form and report by auditor	Finance Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Finalised budget	Finance Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Precept	Finance Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Financial Standing Orders and Regulations	Finance Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Grants given and received	Grants and Donations Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free

List of current contracts awarded and value of contract	Finance Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Members' allowances and expenses	Finance Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Class 3 – What our priorities are and how we are doing: Strategies and plans, performance indicators, audits, inspections, and reviews		
Parish Business Plan (current and previous year as a minimum)	Moulton Parish Council Business Plan 2023 - 2028 Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Annual Report to Parish/Community Meeting (current and previous year as a minimum)	Documents Moulton Parish Council (moultonnorthants-pc.gov.uk) (Report & Minutes)	Free
Class 4 – How we make decisions: Decision making processes and records of decisions (current and previous council year as a minimum)		
Timetable of meetings (Council, Committee, Sub-Committee, Parish)	What's On Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Agendas of meetings (as above)	What's On Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	What's On Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Hardcopy Email	A1, A2 Free
Responses to consultation papers	Hardcopy Email	A1, A2 Free
Responses to planning applications	Planning Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Planning Applications (Under 2 years from decision date – over 2 years at DDC)	Planning Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
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 council business: <ul style="list-style-type: none"> Procedural standing orders Delegated authority in respect of officers (Scheme of Delegation) Code of Conduct Policies 	Documents Moulton Parish Council (moultonnorthants-pc.gov.uk) Committees Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free Free

<ul style="list-style-type: none"> • Committee and sub-committee terms of reference • Acceptance of Office 	Hardcopy	A1, A2
Policies and procedures for 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) 	Documents Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Information security policy	Documents Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Records management policies (records retention, destruction and archive)	Documents Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Data protection policies	Documents Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Schedule of charges (for the publication of information)	Hardcopy Email	A1, A2 Free
Class 6 – Lists and Registers:		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Assets Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hardcopy	A1, A2
Register of members' interests	Held by West Northamptonshire Council	
Register of gifts and hospitality	Recorded in minutes (See above)	See above
Planning Applications Status Report	Planning Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Correspondence and items in and out	Hardcopy	A1, A2
Class 7 – The services we offer:		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.		
Burial grounds and closed churchyards	Moulton Cemetery Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free

Community centres and village halls	Community Centre and Cafe Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Parks, playing fields and recreational facilities	Parish Council Services Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
Seating, litter bins, clocks, memorials and lighting	On Asset Register (See above)	See above
Bus shelters	On Asset Register (See above)	See above
A summary of services for which the council is entitled to recover a fee, together with those fees.	Burial Fees Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
	Moulton Community Centre and Moulton Village Hall Moulton Parish Council (moultonnorthants-pc.gov.uk)	Free
	Hard Copy (Other than FOI charges)	A1, A2

SCHEDULE OF CHARGES:

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
A. Disbursement		
A1	Photocopy (black & white)	20p/sheet
A2	Postage	Actual cost
A3	Executive Officer time	£20 / hour over 1 hour
B. Statutory Fee		In accordance with the relevant legislation
C. Other		N/A
C1	Viewing with Executive Officer	£20 / hour over 1 hour

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024

Review Due: January 2025