



# **MERTON PARISH COUNCIL**

## **Publication Scheme**

**Adopted 20<sup>th</sup> January 2022**  
**Review due January 2023**

Signed \_\_\_\_\_

# Information available from Merton Parish Council under the publication scheme

This guidance gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to 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- the information is archived, out of date or otherwise inaccessible; or,
- 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 available from Merton Parish Council under the publication scheme

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a>
Location of main Council office and accessibility details	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by appointment
Staffing structure	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and via clerk
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Current and previous financial year as a minimum	
Annual return form and report by auditor	Parish Council Notice board, website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by appointment
Finalised budget	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request
Precept	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request
Grants given and received	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request

List of current contracts awarded and value of contract	Via clerk and minutes posted on website and notice board
Members' allowances and expenses	No members allowance Expenses shown on 'accounts for approval' on website
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Current and previous year as a minimum	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish Meeting (current and previous year as a minimum)	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request
Agendas of meetings (as above)	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request and notice board
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request and notice board
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request.
Responses to consultation papers	In minutes on website
Responses to planning applications	In minutes on website
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	

<b>Current information only</b>	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request.
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and 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)	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request.
Records management policies (records retention, destruction and archive)	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request.
Data protection policies	To be addressed
Schedule of charges (for the publication of information)	see page 6
<b>Class 6 – Lists and Registers</b>	
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)	N/A
Assets register	website – <a href="http://www.mertonparishcouncil.norfolkparishes.gov.uk">www.mertonparishcouncil.norfolkparishes.gov.uk</a> and clerk by request.
Disclosure log (indicating the information that has been provided in response to	N/A

requests; recommended as good practice, but may not be held by parish councils)	
Register of members' interests	website (via link to Breckland source)
Register of gifts and hospitality	To be addressed
<b>Class 7 – The services we offer</b>	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Allotments	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A (pc are custodian trustee only)
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	minutes on website and via clerk
Bus shelters	minutes on website and via clerk
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A
<b>Additional Information</b>	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

**Contact details:**

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07591 220390 / Mertonparishcouncil@gmail.com

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage 96p	Actual cost of Royal Mail standard 2 <sup>nd</sup> class large letter
	Packaging 20p	Actual cost of large letter envelope
<b>Statutory Fee</b>	Statutory fee Any statutory fee incurred by the Council in the delivery of information retrieval.	Actual cost & in accordance with relevant legislation (depending on Fol request)
<b>Other</b>		

Note – Items available on the Council website can be downloaded free of charge. Items provided electronically will also be provided free of charge.