

## **INFORMATION AVAILABLE FROM BARLEY WITH WHEATLEY BOOTH PARISH COUNCIL (BPC) UNDER THE MODEL PUBLICATION SCHEME**

### **FREEDOM OF INFORMATION POLICY**

The Parish Council adopted the Model Publication Scheme with effect from 1st January 2009. This scheme will enable members of the public to view and access information held by the Parish Council.

### **OBTAINING INFORMATION AND INFORMATION HELD**

There are three ways to obtain the information:

- Parish Council web site: <https://barleyparish.uk/parish-council/>

The web site holds the type of information which the Council routinely publishes e.g., minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

- Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note hours of work are Monday or Friday, between 9.00am and 12.00pm

- Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to

- The Parish Clerk, 2 Barley Green, Barley, Burnley, Lancashire
- Your request must include your name, address for correspondence, and a clear description of the information you require.

## **COUNCIL'S RESPONSE TO A WRITTEN REQUEST**

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether, or not, it holds the information,
- advise you if a fee will be charged,
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

## **FEES**

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

1. Disbursement costs such as printing, photocopying and postage; and
2. When estimated staff costs involved in locating and or compiling the information exceed £450.  
Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12-month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

## **EXEMPTIONS**

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

## **FURTHER HELP**

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

## **COMPLAINTS**

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF      Tel: 01625 545700

**MODEL PUBLICATION SCHEME**      Version 1: December 2008.

Version 2: November 2023

| <b>Version 2 - Information to be published</b>                                                                                                                                    | <b>How the information can be obtained</b>                                                                                                                                                                  | <b>Cost</b>                                  |
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| <b>Class 1 – Who we are and what we do</b><br>(organisational information, structures, locations and contacts)                                                                    |                                                                                                                                                                                                             |                                              |
| <u><i>This will be current information only.</i></u>                                                                                                                              |                                                                                                                                                                                                             |                                              |
| Who is who on the Council with contact details<br><br>Office Contact address                                                                                                      | Website<br>Hard Copy – contact Parish Clerk<br>2 Barley Green, Barley<br><a href="mailto:clerk@barleyparish.uk">clerk@barleyparish.uk</a><br><a href="mailto:derekheap1@gmail.com">derekheap1@gmail.com</a> | Free<br>£0.20p per sheet                     |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit) |                                                                                                                                                                                                             |                                              |
| <u>Current and previous financial year as a minimum</u>                                                                                                                           |                                                                                                                                                                                                             |                                              |
| Annual Return form and report by Auditor<br>Annual Governance and Accountability Return Form                                                                                      | Website<br>Hard Copy – Contact Parish Clerk                                                                                                                                                                 | £0.20p per sheet                             |
| Finalised Budget<br>Precept Details                                                                                                                                               | Website – “Financial Information”<br>Hard Copy – Contact Parish Clerk<br>Hard Copy of Statement of Accounts - Contact Parish Clerk                                                                          | Free<br>£0.20p per sheet<br>£0.20p per sheet |
| Financial Standing Orders and Regulations                                                                                                                                         | Hard Copy – Contact Parish Clerk                                                                                                                                                                            | £0.20p per sheet                             |
| Grants Given and Received<br>List of current contracts and value of contract                                                                                                      | Hard Copy – Contact Parish Clerk<br>Hard Copy – Contact Parish Clerk                                                                                                                                        | £0.20p per sheet<br>£0.20p per sheet         |
| Members Allowance & Expenses                                                                                                                                                      | Hard Copy – Contact Parish Clerk                                                                                                                                                                            | £0.20p per sheet                             |

| <b>Version 2 - Information to be published</b>                                                                                                    | <b>How the information can be obtained</b>                                                                                                                                                                                                                                                                                                                                             | <b>Cost</b>                                               |
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| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections, and reviews) |                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)                                                             | <p>The Council presents an Annual Report at Annual Parish Meeting.</p> <p>The verbal presentation is supported by Microsoft Powerpoint Slides which summarises the key points presented to the residents attending the meeting.</p> <p>Hard Copy of Slides– Contact Parish Clerk. Note: This can be up to 40 No Slides.</p> <p>On request a 2-page summary report can be provided.</p> | <p>Free</p> <p>Free</p> <p>£0.20p per sheet</p> <p>£1</p> |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum  |                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |
| Timetable of Meetings - Second Wednesday of each month                                                                                            | <p>Website</p> <p>Hard Copy – Contact Parish Clerk</p>                                                                                                                                                                                                                                                                                                                                 | <p>Free</p> <p>£0.20p per sheet</p>                       |
| Agendas of meetings (As above)                                                                                                                    | <p>Website &amp; Noticeboard</p> <p>Hard Copy – Contact Parish Clerk</p>                                                                                                                                                                                                                                                                                                               | <p>Free</p> <p>£0.20p per sheet</p>                       |
| Minutes of Meetings (As above) – nb this will exclude information that is properly regarded as private to a meeting,                              | <p>Website</p> <p>Hard Copy – Contact Parish Clerk</p>                                                                                                                                                                                                                                                                                                                                 | <p>Free</p> <p>£0.20p per sheet</p>                       |
| Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.                     | Hard Copy – Contact Parish Clerk                                                                                                                                                                                                                                                                                                                                                       | £0.20p per sheet                                          |

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| Responses to consultation papers                                                                                                                                                  | Hard Copy – Contact Parish Clerk                                                                                                                                                                                                                                   | £0.20p per sheet                         |
| Responses to planning applications                                                                                                                                                | Website – Reference to minutes of Council meetings for applications where a response has been made<br>Hard Copy – Contact Parish Clerk<br><br>Pendle BC planning portal will list all responses to a planning application including those from the Parish Council. | Free<br><br>£0.20p per sheet<br><br>Free |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only |                                                                                                                                                                                                                                                                    |                                          |
|                                                                                                                                                                                   |                                                                                                                                                                                                                                                                    |                                          |
| Policies and procedures for the conduct of council business:                                                                                                                      |                                                                                                                                                                                                                                                                    | £0.20p per sheet                         |
| Procedural standing orders & Financial Regulations                                                                                                                                | Hard Copy – Contact Parish Clerk, or by visual inspection.                                                                                                                                                                                                         | £0.20p per sheet                         |
| Delegated authority to Officers                                                                                                                                                   |                                                                                                                                                                                                                                                                    |                                          |
| Code of Conduct                                                                                                                                                                   | Hard Copy – Contact Parish Clerk                                                                                                                                                                                                                                   | Free                                     |
| Policy Statements                                                                                                                                                                 | Website - Policy statements are available in the Policies & Procedures Section<br>Hard Copy – Contact Parish Clerk                                                                                                                                                 | £0.20p per sheet<br>£0.20p per sheet     |
| Policies and procedures for the provision of services and about the employment of staff:                                                                                          | Hard Copy – Contact Parish Clerk, or by visual inspection.                                                                                                                                                                                                         | £0.20p per sheet                         |
| Equality & Diversity policy                                                                                                                                                       |                                                                                                                                                                                                                                                                    |                                          |

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| Health & Safety Policy<br>Complaints Procedures (including those covering requests for information and operating the publication scheme)<br>Social Media Policy<br>Data Protection Policies<br>CCTV Policy 2023<br>Schedule of Charges for the publication of information |                                                               |                         |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only<br><br>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).                      | Copy of the principal authority's electoral register is held. | Visual Inspection free. |
| Assets Register                                                                                                                                                                                                                                                           | Hard Copy – Contact Parish Clerk                              | £0.20p per sheet        |
| Register of Members' Interests                                                                                                                                                                                                                                            | Hard Copy – Contact Parish Clerk, or by visual inspection.    | £0.20p per sheet        |
| Register of Gifts and Hospitality                                                                                                                                                                                                                                         | Hard Copy – Contact Parish Clerk, or by visual inspection.    | £0.20p per sheet        |
| Leases and sub-leases held                                                                                                                                                                                                                                                | On request to Parish Clerk                                    | £0.20p per sheet        |
| Disclosure Log (indicating the information that has been provided in response to requests)                                                                                                                                                                                | On request to Parish Clerk                                    | £0.20p per sheet        |
| <b>Version 2 - Information to be published</b>                                                                                                                                                                                                                            | <b>How the information can be obtained</b>                    | <b>Cost</b>             |

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| <b>Class 7 – The Services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only |                                                                                                                                                       |      |
| Allotments                                                                                                                                                                                         | None Owned                                                                                                                                            |      |
| Burial Grounds and closed churchyards                                                                                                                                                              | None Owned                                                                                                                                            |      |
| Community Centres and Village Halls                                                                                                                                                                | Contact Village Hall Committee<br><a href="https://barleyparish.uk/village-life/village-hall/">https://barleyparish.uk/village-life/village-hall/</a> |      |
| Parks, playing fields and recreational facilities                                                                                                                                                  | Contact Parish Clerk                                                                                                                                  | Free |
| Seating, litter bins, clocks, memorials and lighting                                                                                                                                               | Contact Parish Clerk                                                                                                                                  | Free |
| Bus shelters                                                                                                                                                                                       | Contact Parish Clerk                                                                                                                                  | Free |
| Public Conveniences                                                                                                                                                                                | Contact Parish Clerk                                                                                                                                  | Free |
| Provision of maintenance of Council assets and other areas.                                                                                                                                        | Contact Parish Clerk                                                                                                                                  | Free |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above.                                                   |                                                                                                                                                       |      |
| Newsletter                                                                                                                                                                                         | Distributed by St. Mary's Church                                                                                                                      | Free |

### **SCHEDULE OF CHARGES**

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                                 | <b>BASIS OF CHARGE</b>             |
|--------------------------|----------------------------------------------------|------------------------------------|
| <b>Disbursement cost</b> | Photocopying at £0.20p per sheet (black and white) | *Actual cost                       |
|                          | Colour copying not available.                      |                                    |
|                          | Postage                                            | *Actual cost of Royal Mail postage |
|                          |                                                    |                                    |
| <b>Statutory Fee</b>     | None applicable                                    |                                    |
| <b>Other</b>             | None applicable                                    |                                    |

- the actual cost incurred by the public authority