

Information available from Houghton Conquest Parish Council under the model publication scheme

This document details the information that this Parish Council will provide in order to meet its commitments under the model publication scheme.

We 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- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

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](#)

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do This will be current information only	Website, hard copy or email	10p per page plus postage costs
Who's who on the Council and its Committees	Hard copy or email	10p per page plus postage costs
Contact details for Parish Clerk and Council members	Website, hard copy or email	10p per page plus postage costs

Class 2 – What we spend and how we spend it Current and previous financial year	Website, Hard copy or email	50p per page plus postage costs
Annual return form and report by auditor	Hard copy	50p per page plus postage costs
Finalised budget	Hard copy or email	10p per page plus postage costs
Precept	Hard copy	10p per page plus postage costs
Financial Standing Orders and Regulations	Website, email or Hard copy	10p per page plus postage costs
Grants given and received	Hard copy or email	10p per page plus

		postage costs
List of current contracts awarded and value of contract	Hard copy or email	10p per page plus postage costs
Members' allowances and expenses	Hard copy or email	10p per page plus postage costs
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish (current and previous year)	Website, email or Hard copy	10p per page plus postage costs
Class 4 – How we make decisions Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, Hard copy or email	10p per page plus postage

		costs
Agendas of meetings (as above)	Website, Hard copy or email	10p per page plus postage costs
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy or email	10p per page plus postage costs
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or email	10p per page plus postage costs
Responses to consultation papers	Hard copy or email	10p per page plus postage costs
Responses to planning applications	Hard copy or email	10p per page plus postage costs
Class 5 – Our policies and procedures Current information only		

Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	Website, Hard copy or email	10p per page plus postage costs
Schedule of charges (for the publication of information)	Hard copy or email	10p per page plus postage costs
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy or email	10p per page plus postage costs
Register of members' interests	Website, email or Hard copy	10p per page plus postage costs

Class 7 – The services we offer Current information only		
Allotments	Hard copy or email	10p per page plus postage costs
Parks, playing fields and recreational facilities	Hard copy or email	10p per page plus postage costs
Seating, litter bins, clocks, memorials and lighting	Hard copy or email	10p per page
Bus shelters	Hard copy or email	10p per page plus postage costs
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g.allotments)	Hard copy or email	10p per page plus postage costs

Contact details: Gill Wiggs, 10 Parklands Bedford MK41 9LZ, 01234 270016, gillwiggs@btinternet.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority