



COMPTON MARTIN PARISH COUNCIL

Model Publication Scheme

Freedom of Information Act

Compton Martin Parish Council first adopted the Model Publication Scheme on the 8th December 2008. It is reviewed and approved annually.

Compton Martin Parish Council commits to making information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Compton Martin Parish Council Published Information	How the information can be found or obtained
Who we are and what we do Who is on the council, the structure of the working parties Contact details for the parish clerk and council members, location of main council office, and accessibility details	• the parish council website • notice boards • hard copies can be supplied by the clerk
What we spend and how we spend it The Annual Return form and report by auditor, final budget, precept, financial standing order and regulations, grants given and received, current contracts awarded, members allowances and expenses	• the parish council website • hard copies can be supplied by the clerk •
What our priorities are and how we are doing The Chairman's Annual Report to the Parish, annual newsletter.	• the parish council website • hard copies can be supplied by the clerk • newsletter delivered to each household.

How we make decisions Timetable of meetings, agendas and minutes, reports and responses to consultations and planning applications.	• the parish council website • hard copies can be supplied by the clerk • Agendas sent via email upon subscription
Our policies and procedures Code of Conduct, Standing Orders, working party terms of reference, 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). Policy Documents	• the parish council website • hard copies can be supplied by the clerk
Lists and Registers Asset Register, Register of members' interests	• the parish council website • hard copies can be supplied by the clerk
The Services we offer The parish council is responsible for the seating by the pond and Combe View, grass cutting at Combe View, The Batch and the verge from Mendip Villas to Leamon Cottage, the Pond, the maintenance of the unique pump by the pond.	• the parish council website • further information can be supplied by the clerk

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available:

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Reviewed and Adopted May 2023

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing or email to the clerk who will reply within 20 working days in accordance with the provisions of the Freedom of Information Act. Should a personal visit to view information is required, an appointment with the Clerk will be necessary.

Public authorities can charge for costs, such as photocopying and postage, and are allowed to charge a fee for responding to requests - but only if the request will involve the local council in a certain number of hours' work. The amount that can be charged is set out in regulations. If a public authority wishes to charge a fee it must inform the applicant in writing. The 20 days for responding to requests is put on hold until the fee is paid. If the fee is not paid within three months, it is assumed the applicant no longer wants the information. The applicant can either ask for a copy, the chance to inspect the records, or even to be provided with a summary of the information.

Charges for Information published under this scheme:

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges for actual disbursements incurred:

- Photocopying: 20p per A4 sheet (black and white)
- Postage: Actual cost of Royal Mail 2nd Class post
- Website: Free

Freedom of Information Request:

An additional charge may be made if the cost to the Parish Council of retrieval and collation is unreasonable at clerk's hourly salary rate.