

# Houghton Parish Council

## Freedom of Information

In accordance with the Freedom of Information Act 2000 the Parish Council have adopted the 'Model Publication Scheme', without amendment, issued by the Information Commissioner's Office.

Information available from HOUGHTON Parish Council under the model publication scheme.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class 1 – Who we are and what we do</b>		
(Organisational information, structures, locations, contacts)	Website: <a href="http://www.houghtonparishcouncil.org/community/houghton-parish-council-13622/about-us/">http://www.houghtonparishcouncil.org/community/houghton-parish-council-13622/about-us/</a>	Free
Who's who on the Council and its Committees	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Contact details for Parish Clerk and Council members	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Parish Office address	Website	Free
Staffing Structure	The Clerk/RFO is the Council's only employee	
<b>Class 2 – What we spend and how we spend it</b>		
Annual Return Form	Website/Noticeboards Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Annual Statement of Accounts and Budget	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Chairman's Annual Report to Parish Assembly	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Website and recorded on minutes	Free
Agenda and Minutes of Full Council and Committee Meetings	Website/Noticeboards Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Responses to Planning Applications	Recorded on minutes and available to view on TVBC website. Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet

## Houghton Parish Council

<b>Class 5 – Our policies and procedures</b>		
Standing Orders Financial Regulations Internal Control Procedures Code of Conduct Data Protection Policy Freedom of Information Model Publication Scheme	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Schedule of charges for the publication of information	See “Schedule of Charges” below.	
<b>Class 6 – List and Registers</b>		
Asset Register	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Register of members’ interests	Available to view on TVBC website: <a href="http://www.testvalley.gov.uk/aboutyou/rcouncil/electedrepresentatives/parishcouncils/houghton">http://www.testvalley.gov.uk/aboutyou/rcouncil/electedrepresentatives/parishcouncils/houghton</a>	Free
<b>Class 7 – The services we offer</b>		
Play area	<i>Contact Clerk for information</i>	
Bus shelter	<i>Contact Clerk for information</i>	

**Contact details:**

Mrs C L Cotterell (Parish Clerk/RFO):

Tel: 01264 782869

Email: [houghtonparishcouncil@gmail.com](mailto:houghtonparishcouncil@gmail.com)

**SCHEDULE OF CHARGES**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
For each hard copy of a document	£5.00 inclusive of handling fee + 10p per A4 sheet.	Standing Charge
Postage	Included in handling fee.	

**Adopted: Minute Item 10c, 22<sup>nd</sup> May 2018.**

**Reviewed and Adopted: Minute Item 10, 14<sup>th</sup> May 2019.**

**Reviewed and Adopted: Minute Item 7, 7<sup>th</sup> July 2020.**

**Reviewed and Adopted: Minute Item 12, 4<sup>th</sup> May 2021.**

**Review date: Annually**