



## **Information available from Much Hoole Parish Council under the model publication scheme with effect from 14 July 2025**

### **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 to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts		
Who's who on the Council	Website, newsletter Hard copy - contact the Clerk	Free 20p per copy plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, newsletter Hard copy – contact the Clerk	Free 20p per copy plus postage
Location of main Council office and accessibility details	Website, newsletter Hard copy – contact the Clerk	Free 20p per copy plus postage
Staffing structure	Hard copy – contact the Clerk	20p per copy plus postage
<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)		
Annual return form and report by auditor	Website, noticeboards at time of audit Hard copy – contact the Clerk	Free 20p per copy plus postage
Finalised budget	Website, minutes Hard copy – contact the Clerk	Free 20p per copy plus postage
Precept	Website, minutes Hard copy – contact the Clerk	Free 20p per copy plus postage

Borrowing Approval letter	Not currently applicable 14/07/2025	N/A
Financial Standing Orders and Regulations	Website Hard copy – contact the Clerk	Free 20p per copy plus postage
Grants given and received	Website, minutes, newsletter Hard copy – contact the Clerk	Free 20p per copy plus postage
List of current contracts awarded and value of contract	Not currently applicable 14/07/2025	N/A
Members’ allowances and expenses	Not currently applicable 14/07/2025	N/A
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan - current and previous year	Not currently applicable 14/07/2025	N/A
Annual Report to Parish or Community Meeting - current and previous year	Website Hard copy – contact the Clerk	Free 20p per copy plus postage
Neighbourhood Plan	Not currently applicable 14/07/2025	N/A
Quality status	Not currently applicable 14/07/2025	N/A
Local charters drawn up in accordance with DCLG guidelines	Not currently applicable 14/07/2025	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboard, website, newsletter Hardy copy – contact the Clerk	Free 20p per copy plus postage
Agendas of meetings (as above)	Noticeboard (at the time), Website Hard copy - contact the Clerk	Free 20p per copy

		plus postage
Minutes of meetings (as above)	Noticeboard (at the time), Website Hard copy - contact the Clerk	Free 20p per copy plus postage
Reports presented to council meetings	Paper agenda at meetings for the public Hard copy - contact the Clerk	Free 20p per copy plus postage
Responses to consultation papers	Minutes of meeting on website Hard copy – contact the Clerk	Free 20p per copy plus postage
Responses to planning applications	Minutes of meeting on website Hard copy – contact the Clerk	Free 20p per copy plus postage
Bye-laws	Hard copy – contact the Clerk (if any)	20p per copy plus postage
<b>Class 5 – Our policies and procedures</b>		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policy statements - Any policies and procedures for the provision of services and about the employment of staff, or Internal policies relating to the delivery of services (if applicable): Eg, Health and safety policy, Policies and procedures for handling requests for information, Complaints procedures (including those covering requests for information and operating the publication scheme) any other policies.	Website Hard copy – contact the Clerk	Free 20p per copy plus postage
Policies and procedures for the conduct of council business (if any): Standing Orders, Code of Conduct, any other policies.	Website Hard copy – contact the Clerk	Free 20p per copy plus postage
Data protection policies	Website in this document	Free

	Hard copy - contact the Clerk	20p per copy plus postage
Schedule of charges ) for the publication of information)	Website in this document Hard copy - contact the Clerk	Free 20p per copy plus postage
<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)	Hard copy - contact the Clerk (if held)	20p per copy plus postage
Assets Register	Agenda/Minutes on Website, financial documents section on the website Hard copy - contact the Clerk	Free  20p per copy plus postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not currently applicable	N/A
Register of members' interests	Website Hard copy – contact the Clerk	Free 20p per copy plus postage
Register of gifts and hospitality	Not currently applicable	N/A
<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)		
Allotments	Not currently applicable	N/A
Parks, playing fields and recreational facilities	Hard copy – contact the Clerk	20p per copy plus postage
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact the Clerk	20p per copy plus postage
Bus shelters	Not currently applicable	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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 Clerk to Much Hoole Parish Council, White House Farm, Moss House Lane, Much Hoole, PR4 4TD  
 Telephone: 07349 273881                      E-mail: clerk@muchhoole-pc.gov.uk

**SCHEDULE OF CHARGES**

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying and printing @ 20p per sheet (black & white)	Actual cost 50p (including time)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Not applicable	In accordance with the relevant legislation (quote the actual statute)

**Adoption and Review**

This Publication Scheme was originally adopted by Much Hoole Parish Council on: 14 July 2025.

Reviewed and re-adopted on: 11 May 2026.

This policy will be reviewed annually at the Council’s Annual Meeting (normally held in May) or sooner if required.