

Markyate Parish Council

Publication Scheme

Markyate Parish Council will make available the information detailed in the following table in order to meet its commitments under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) using the [model publication scheme](#) produced by Information Commissioner's Office.

Markyate Parish Council is committed to providing as much information as possible on a routine basis and information categories will be regularly reviewed.

Markyate Parish Council will make the information available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or EIR 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- the information is archived, out of date or otherwise inaccessible; or,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](#).

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".

Contact details:

Vicki Tilley (Clerk to Markyate Parish Council)
Parish Office, Y2K Building
Cavendish Road
Markyate, Herts
AL3 8PS
Email: clerk@markyateparishcouncil.gov.uk
Website: www.markyateparishcouncil.gov.uk

Markyate Parish Council Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations, and contacts. Current information only.		
Who's who on the council and its committees	Website	
Contact details for Parish Clerk and Council members	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum.		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	
Finalised budget	Hard copy – contact clerk. Available to inspect during Annual Governance and Accountability Return period	10p/sheet
Precept	Website (Minutes)	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website (Minutes)	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website (Minutes)	
List of current contracts awarded and value of contract	Website (Minutes)	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	
Parish Plan	N/A	

Markyate Parish Council Publication Scheme

Annual Report to Parish or Community Meeting	Website	
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A	
Class 4 – How we make decisions Decision making processes and records of decisions. Current and previous council year as a minimum.		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure	Website	
Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure	Hard copy – contact clerk	10p/sheet
Responses to consultation papers	Website (Minutes)	
Responses to planning applications	Website (Minutes)	
Bye-laws	N/A	

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website	

Markyate Parish Council Publication Scheme

Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Records management, personal data and access to information policies Including information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	

Class 6 – Lists and Registers

Currently maintained lists and registers only.

Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Register of Electors: Inspection only. Contact Dacorum Borough Council	
Assets register, including details of public land and building assets	Website	
Disclosure log indicating the information provided in response to FOIA and EIR requests.	N/A	
Register of members' interests	Dacorum Borough Council Website	
Register of gifts and hospitality	N/A	

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.

Current information only.

Allotments	N/A	
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Markyate Parish Council Publication Scheme

Burial grounds (and closed churchyards – N/A)	Website	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Hard copy – contact clerk	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact clerk	10p/sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Website	
Additional Information Information not itemised in the lists above	N/A	

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ ..p per sheet (colour)	N/A
	Postage	Actual cost* of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		N/A

* the actual cost incurred