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## **SIMPSON AND ASHLAND PARISH COUNCIL**

### **Freedom of Information**

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**Reviewed and approved January 2024**

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#### **Setting the scene**

Simpson and Ashland Parish Council is a small Local Authority for the parish area of Simpson and Ashland in the Wards of Campbell Park and Old Woughton. It covers a population of approximately 1,500 people.

The Parish Council is made up of a maximum 8 Councillors, all unpaid, and employs three paid members of staff, the Clerk/Responsible Finance Officer, Facilities Manager and a Cleaner for Simpson Village Hall. The Clerk/Responsible Finance Officer works from home.

#### **Statement of Intent**

1. Simpson and Ashland Parish Council operates in a fully transparent manner and aims to have all its policies available to all.
2. We are available for and open to requests for information of all types at any time

#### **Information available from Simpson & Ashland Parish Council under the model publication scheme**

The Freedom of Information Act 2000 provides members of the public with basic rights of access to certain types of information. The documents are often available through the Parish Council website, inspection by prior arrangement with the Parish Clerk or by requesting copies. Where copies are required there is a charge detailed on the table below, and the Parish Council has 20 days to provide the relevant information.

The supply of documents under the Freedom of Information Act 2000 does not give an individual or organisation the right to re-use the documents in a way that would infringe copyright.

Section 36 of the Act also provides for information to be exempt from disclosure where such information would, or would be likely to inhibit:

- The free and frank provision of advice
- The free and frank exchange of views for the purpose of deliberation
- Would otherwise prejudice, or be likely to prejudice, the effective conduct of business affairs

## Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p A4 per sheet (black & white)	Actual cost
	Photocopying @ 20p A4 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation

The cost limit for complying with a request or a linked series of requests is £450. Where the estimated costs will exceed this amount, as per Section 12 of the Act, the Parish Council can refuse a request. The estimated costs will include staff time involved in locating, retrieving and extracting the required information and as per the legislation this is rated at £25 per hour.

**Contact details:** Simpson & Ashland Parish Clerk  
[clerk@simpsonashland-pc.gov.uk](mailto:clerk@simpsonashland-pc.gov.uk)

**Parish Council website:** [www.simpsonashland-pc.gov.uk](http://www.simpsonashland-pc.gov.uk)

## Information available from Simpson & Ashland Parish Council under the model publication scheme

Most information can be obtained from the Parish Council website is free of charge.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its sub groups	Can be obtained from: The Parish Council website	None
Contact details for the Parish Clerk and Council members	Can be obtained from: The Parish Council website	None
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to actual income and expenditure Current and previous financial year	Can be obtained from: The Parish Council Website	None
Annual return form and report by auditor	Can be obtained from: By application to the Parish Clerk	See Schedule of Charges
Finalised budget	Can be obtained from: The Parish Council website	None
Precept	Can be obtained from: The Parish Council website Milton Keynes Council website By application to the Parish Clerk	None None See Schedule of Charges
Financial Standing Orders and Regulations	Can be obtained from: The Parish Council website	None
Grants given and received	Can be obtained from: By application to the Parish Clerk	See Schedule of charges
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report	Can be obtained from: The Parish Council website	None
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Can be obtained from: Parish Noticeboards on Simpson and Ashland The Parish Council website By application to the Parish Clerk	None None None
Agendas of meetings	Can be obtained from: The Parish Council website	None
Minutes of meetings	Can be obtained from: The Parish Council website	None
Reports presented to Council meetings - excluding information	Can be obtained from: By application to the Parish Clerk	

that is properly regarded as private to the meeting.		See Schedule of Charges
Responses to consultation papers	Can be obtained from: By application to the Parish Clerk	See Schedule of Charges
Responses to planning applications	Can be obtained from: Milton Keynes Council Website - see planning applications page	None
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business – current information only: <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Sub-group terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Can be obtained from: The Parish Council website	None
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures</li> </ul>	Can be obtained from: The Parish Council website	None
Records management policies (records retention, destruction and archive)	Can be obtained from: The Parish Council Website	None
Data protection policies	Can be obtained from: The Parish Council Website	None
Schedule of charges for the publication of information	Can be obtained from: The Parish Council Website	None
<b>Class 6 – Lists and Registers (Currently maintained lists and registers only)</b>		
Any publicly available register or list	Can be obtained from: The Parish Council website Milton Keynes Council website By application to the Parish Clerk	None None See Schedule of Charges
Assets Register	Can be obtained: The Parish Council website By application to the Parish Clerk	None See Schedule of Charges

Register of members' interests	Can be obtained from: Milton Keynes Council website By application to the Parish Clerk	None See Schedule of Charges
Register of gifts and hospitality	Can be obtained from: By application to the Parish Clerk	See Schedule of Charges
<b>Class 7 – The services we offer</b>		
Dog bins, litter bins	Can be obtained from: By application to the Parish Clerk	See Schedule of Charges