



**Milton Malsor
Parish Council**

Freedom of Information Act 2000 Model Publication Scheme

Milton Malsor Parish Council has adopted the **Model Publication Scheme produced by the Information Commissioner's Office** under the Freedom of Information Act 2000.

The purpose of the scheme is to make information routinely available to the public. Most information will be available on the Parish Council website or by request from the Clerk.

Information may be obtained:

- From the Parish Council website where available
- By contacting the Parish Clerk
- By inspection by appointment where appropriate

The Clerk to the Council can be contacted at:

Flat 6, Lalgates Court,
119 Harlestone Road,
Duston, Northampton, NN5 7AF
Email: clerk@miltonmalsorparishcouncil.gov.uk
Telephone: 01604 759186

Charges may apply for printed copies in accordance with the Council's schedule of charges.

Classes of Information Available

Class 1 – Who We Are and What We Do

Organisational information, structures, locations and contacts.

Includes:

- Names of Parish Councillors
- Contact details for the Parish Clerk and councillors
- Council responsibilities and role
- Location and contact details for the Parish Council

Class 2 – What We Spend and How We Spend It

Financial information relating to projected and actual income and expenditure.

Includes:

- Annual accounts
- Budget and precept information
- Audit reports and annual return
- Financial regulations

- Grants awarded or received
- Councillor expenses and allowances (if applicable)

Class 3 – What Our Priorities Are and How We Are Doing

Strategies, plans and performance information.

Includes:

- Parish plans or community plans
- Annual reports to the Annual Parish Meeting
- Reports to residents and newsletters

Class 4 – How We Make Decisions

Decision-making processes and records of decisions.

Includes:

- Agendas and minutes of meetings
- Timetable of council meetings
- Reports presented to the Council
- Responses to consultations and planning applications
- By-laws adopted by the Council

Class 5 – Our Policies and Procedures

Current written protocols, policies and procedures.

Includes:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Complaints procedure
- Data protection policies
- Other governance policies adopted by the Council

Class 6 – Lists and Registers

Information held in registers.

Includes:

- Asset Register
- Register of Members' Interests
- Register of gifts and hospitality (where maintained)

Class 7 – The Services We Offer

Information about services provided by the Council.

Includes:

- Village facilities and amenities
- Open spaces and recreational areas
- Community facilities
- Newsletters, guidance and information for residents

Charges

Most information is available free via the website.

Charges may apply for:

- Photocopying
- Printing
- Postage

The Council will inform applicants of any charges before information is provided.

Reviewed by Milton Malsor Parish Council: March 2026

Adopted by Milton Malsor Parish Council: April 2026

Next Review Date: Every 3 years or when legislation changes.