Loughton & Great Holm Parish Council

Freedom of Information Act Information available from Loughton & Great Holm 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 working 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 @ 20p per sheet (black & white)	Actual cost
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory fee		In accordance with the relevant legislation

The cost limit for complying with a request or a linked series of requests is £450.00. 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:

Loughton & Great Holm Parish Clerk
07591 236263
Community Centre, 87 Kensington Drive, Great Holm, Milton Keynes. MK8 9AY
parish.clerk@loughtonandgreatholm-pc.gov.uk

Information Available from Loughton & Great Holm Parish Council under the model Publication Scheme

Information to be published	How the information can be obtained	Cost (per side of A4)
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.00
Contact details for the Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.00
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	By application to the Parish Clerk http://www.loughtonandgreatholm-pc.gov.uk/	£0.10
Finalised budget	The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.00
Precept	The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.00
Financial Standing Orders and Regulations	By application to the Parish Clerk The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.10 £0.00
Grants given and received	By application to the Parish Clerk The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.00 £0.00
Class 3 – What our priorities are and how we are doing		
Annual Report	By application to the Parish Clerk The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.10 £0.00
Quality status	Not applicable	
Local charters drawn up in	Not applicable	

accordance with DCLG guidelines		
Class 4 – How we make decisions		
Timetable of meetings	The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.00
Agendas of meetings	The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/ Parish Noticeboards	£0.00 £0.00
Minutes of meetings	By application to the Parish Clerk The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.10 £0.00
Reports presented to Council meetings - excluding information that is properly regarded as private to the meeting.	By application to the Parish Clerk	£0.00
Responses to consultation papers	By application to the Parish Clerk	£0.00
Responses to planning applications	By application to the Parish Clerk Milton Keynes Council Website www.milton-keynes.gov.uk	£0.00
Bye-laws	Not applicable	
Class 5 – Our policies and procedures		
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	By application to the Clerk The Parish Council web-site http://www.loughtonandgreatholm-pc.gov.uk/	£0.10 £0.00
Policies and procedures for the provision of services and about the employment of staff: • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures	By application to the Clerk The Parish Council web-site http://www.loughtonandgreatholm-pc.gov.uk/	£0.10 £0.10 £0.00
Records management policies (records retention, destruction and	The Parish Council web-site: http://www.loughtonandgreatholm-	£0.00

archive)	pc.gov.uk/	
Data protection policies	The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.00
Schedule of charges for the publication of information	By application to the Parish Clerk The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/	£0.10 £0.00
Class 6 – Lists and Registers (Currently maintained lists and registers only)		
Any publicly available register or list	By application to the Parish Clerk The Parish Council web-site: http://www.loughtonandgreatholm-pc.gov.uk/ Milton Keynes Council web-site www.milton-keynes.gov.uk	£0.10 £0.00 £0.00
Assets Register	By application to the Parish Clerk	£0.10
Register of members' interests	The Parish Council Website Milton Keynes Council web-site www.milton-keynes.gov.uk	£0.00 £0.00
Register of gifts and hospitality	By application to the Parish Clerk	£0.00
Class 7 – The services we offer		
Allotments	By application to the Parish Clerk	£0.00
Dog bins, litter bins	By application to the Parish Clerk	£0.00

This policy will be reviewed every 3 years, or sooner if required due to changes in legislation, guidance or circumstances.

Next review due: July 2028

Policy Adopted: May 2018

Last Revised and Approved: July 2025 (FC130/25)