



Newdigate Parish Council
ICO (Information Commissioner's Office)
PUBLICATION SCHEME
(Based on the ICO Model Publication Scheme)

Date Adopted	Review Date
9 March 2026	9 March 2027

1. Introduction

This Model Publication Scheme for Local Councils commits Newdigate Parish Council to make information available to the public as part of its normal business activities. Newdigate Parish Council follows the Transparency code for Smaller Authorities 2015. The information covered is included in the classes of information listed below, where that information is held by the Council.

This scheme:

- Specifies the classes of information which we publish or intend to publish.
- Indicates the manner in which the information will be published.
- States what, if any, charge will be made for access to the information.
- Commits the Council to regularly review and update the information it makes available.

This scheme is based on the **Model Publication Scheme approved by the Information Commissioner's Office (ICO)**. And is prepared in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, UK GDPR, Local Government Transparency Code 2015 and the Environmental Information Regulations 2004 where applicable.

2. Commitment to the Model Publication Scheme

Newdigate Parish Council has adopted the ICO's Model Publication Scheme and is committed to making information available in accordance with this scheme.

The purpose of the scheme is to ensure that certain information is routinely available, including:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures
- Lists and registers.
- The services we offer.

Where possible, information will be published on the Council's website. Where this is not practical, the information can be requested by emailing the clerk and obtaining as a paper copy.

3. Contact Details

All requests for information, or queries about the publication scheme, should be directed to: Clerk and Responsible Financial Officer (RFO) – Publication Scheme Feb 2026,

*Clerk, Newdigate Parish Council,
Newdigate Village Hall, Newdigate, Surrey RH5 5AA*

Newdigate Parish Council, Jackie Tyrrell, Village Hall, Newdigate, RH5 5AA. Email: clerk@newdigateparishcouncil.gov.uk

If you are not satisfied with the response, you may contact the Information Commissioner's Office (ICO): website: www.ico.org.uk

4. Charges

Information published on our website is free to access. Where information is requested in paper form, the following charges apply:

ITEM	CHARGES
Photocopying: A4 black and white	50p per sheet
Photocopying: A4 colour	£1.00 per sheet
Postage and packaging	Royal Mail Standard Rates

Payment must be received before documents are released.

5. Classes of Information

The council will publish information under the following classes:

Class 1 – Who we are and what we do

- Names and contact details of councillors
- Contact details for the Clerk and RFO
- Staffing structure (if applicable)

Names and contact details of councillors	Website / Hard copy from Clerk / Email	Free
Staffing structure	Website / Email	Free

Class 2 – What we spend and how we spend it

- Annual budget and precept information
- Annual accounts and external auditor's report
- Financial regulations
- Expenditure over £100
- Grants given and received
- Contracts awarded and procurement procedures
- Members allowances and expenses (if applicable)
- Internal audit reports and governance statements (AGAR Section 1 & 2)

Annual Return (AGAR) & Audit Report	Website (Finance Section)	Free
Precept and Budget Information	Website (Finance Section)	Free
All Financial Documentation	Website (Finance Section)	Free

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Class 3 – What our priorities are and how we are doing

- Parish Plan / Neighbourhood Plan (if applicable)
- Annual Report to the Parish
- Actions plans and progress reports
- Performance indicators (if applicable)

Annual report to the Parish	Website	Free
Action plans and progress reports	Website	Free

Class 4 – How we make decisions

- Timetable of meetings
- Agendas and reports (prior to meetings)
- Approved minutes of meetings (excluding confidential items)
- Responses to planning applications
- Public consultations and responses

Class 5 – Our policies and procedures

- Standing Orders
- Financial Regulations
- Code of Conduct
- Policies and procedures for service delivery
- Complaints procedure
- Freedom of Information and Data Protection policies
- Employment policies (summary only)
- Risk Management and Audit policies

All Council Policies	Website / Email	Free
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Class 6 – Lists and registers

- Asset Register
- Register of Members' Interests
- Register of Gifts and Hospitality
- Disclosure Log (summary of FOI responses)
- Register of land and property owned by the Council

Asset Register	Website / Email	Free
Register of Member's Interests	Website / District Council Portal	Free

Class 7 – The services we offer

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- Details of services provided (e.g. allotments, community events)
- Leaflets and newsletters
- Information for the public (e.g. grants, events, local facilities)
- Advice and guidance provided by the Council
- Charging schedules (where applicable)

6. Accessing Information

Information can be accessed as follows:

- **Website:** www.newdigateparishcouncil.gov.uk
- **By Email:** Contact the Clerk/RFO
- **By Post:** Request in writing, enclosing payment where applicable
- **In Person:** By appointment

To aid accessibility this information can be provided in an alternative format (e.g. large print).

If the information you seek is not routinely published, you may submit a **Freedom of Information (FOI) request with a response within 20 working days** as per the Freedom of Information Act 2000.

7. Exemptions

Certain information may not be available under this scheme if:

- It is not held by the Council
- It is exempt under the Freedom of Information Act 2000 or Data Protection Legislation
- It is exempt under the Freedom of Information Act 2000 or Data Protection Legislation.
- It contains personal or commercially sensitive information data.

In such cases you will be informed of the reason.

8. Vexatious Requests

Under the **Freedom of Information Act 2000 Section 14(1)**, a public authority is not obliged to comply with a request for information if the request is vexatious.

A request may be refused if it is likely to cause a disproportionate or unjustified level of disruption, irritation, distress or would impose a disproportionate burden on the authority. In determining this, the Council will follow **ICO guidance**, considering factors such as:

- **Burden on the authority:** is the effort required to respond grossly disproportionate?

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- Obsessive nature: Is the requester repeatedly asking for the same or similar information?
- Harassing the Council: Is the language or tone used intended to cause distress?
- Lack of serious purpose: Does the request have any value to the public?

9. Review and Maintenance

This publication scheme will be reviewed annually to ensure the information is up to date, accurate and accessible. The Clerk/RFO is responsible for maintaining and updating the scheme.

10. Complaints

If you are dissatisfied with how your request has been handled, please contact the Clerk/RFO. If you remain dissatisfied, you may complain to the Information Commissioner's Office:

Information Commissioner's Office

Whycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

Link: [Information Commissioner's Office \(ICO\)](#)