

18 FREEDOM OF INFORMATION AND PUBLICATION SCHEME

1. Information available under the 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) This will be current information only		
Who's who on the Council and its Committees	Web site, newsletters Hard copy – contact Clerk	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site, newsletters Hard copy – contact Clerk	Free Free
Location of main Council office and accessibility details	See contact details below	---
Staffing structure	Web site, newsletters Hard copy – contact Clerk	Free Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Web site Hard copy – contact Clerk	Free Free
Finalised budget	Web site Hard copy – contact Clerk	Free Free
Precept	Web site Hard copy – contact Clerk	Free Free
Financial Standing Orders and Regulations	Web site Hard copy – contact Clerk	Free Free
Grants given and received	Web site Hard copy – contact Clerk	Free Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Free
Members' allowances and expenses	Web site Hard copy – contact Clerk	Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Web site Hard copy – contact Clerk	Free £3
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site Hard copy – contact Clerk	Free Free
Local charters drawn up in accordance with DCLG guidelines	Web site Hard copy – contact Clerk	Free Free
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, any committee/sub-committee meetings and parish meetings)	Web site, newsletters Hard copy – contact Clerk	Free Free
Agendas of meetings (as above)	Web site Hard copy – contact Clerk	Free Free
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy – contact Clerk	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy – contact Clerk	Free Free
Responses to consultation papers	Web site Hard copy – contact Clerk	Free Free

Responses to planning applications	Web site Hard copy – contact Clerk	Free Free
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:		
Standing Orders and Policies	} Hard copy } Web site	£4 Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard copy – contact Clerk	Free
Register of members' interests	Inspection, on request to Clerk	Free
Register of gifts and hospitality	Inspection, on request to Clerk or District Council	Free
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 (hard copy or website; some information may only be available by inspection)		
Burial grounds and closed churchyards	Web site, hard copy	Free
Seating, litter bins, bus shelters, memorials and lighting		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Newsletter, delivered to every household in the parish	Web site, hard copy	Free
Welcome pack	Hard copy	Free

2. Contact details

Clerk to St Briavels Parish Council
E-mail: stbriavelsclerk@outlook.com

3. Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

4. Exempted material

- 4.1 Personal information relating to Councillors (other than required to be declared in the register of Interests)
- 4.2 Personal information relating to employees ie appraisals, specific salary details, disciplinary records, sickness records and the like
- 4.3 Tenders and bids from contractors and suppliers

Note: Data Protection legislation prohibits the publication of certain categories of information.