

**ST BRIAVELS PARISH COUNCIL
FREEDOM OF INFORMATION &
PUBLICATION SCHEME**

Adopted **May 2020**

Reviewed **May 2025**

Next review May 2026

1 Freedom of Information Requests

You may make Freedom of Information requests to the Parish Council as outlined in the Freedom of Information Act 2000.

Your request must be in writing, by email or through the website contact form. The Parish Council will respond within 20 working days. Refer to the Information Commissioner's Office (<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>) for details on making FoI requests.

Charges for hard copy responses will be charged as per the Schedule of Charges below. Other fees may be incurred as detailed by the FoI Act 2000.

If there is any discrepancy between details outlined here, or referenced from here, and the FoI Act 2000, then the provisions of the Act take precedence.

2 Information available from St Briavels Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost for Copy statement
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	Website or hardcopy	Free See below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, hardcopy or noticeboards	Free See below Free
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
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	Hard copy	See below
Finalised budget	Website or hard copy	Free See below
Precept	Website or	Free

ST BRIAVELS PARISH COUNCIL FOI PUBLICATION SCHEME

	Hard copy	See below
Financial Standing Orders and Regulations	Website or Hard copy	Free See below
Grants given and received	Website or Hard copy	Free See below
List of current contracts awarded	Website or Hard copy	Free See below
Members' allowances and expenses	Website or Hard copy	Free See below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or Hard copy	Free See below
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)	Website or Hard copy	Free See below
Agendas of meetings (as above)	Website or Hard copy	Free See below
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website or Hard copy	Free See below
Reports presented to council meetings –NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free See below
Responses to consultation papers	Website or Hard copy	Free See below
Responses to planning applications	Website or Hard copy	Free See below
Bye-laws	Not applicable	
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:	Website or Hard copy	Free See below
Standing orders and policies		

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Website or Hard copy	Free See below
Register of members' interests	Held at District Council	
Register of gifts and hospitality	Hard copy	See below
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		
Burial grounds and closed churchyards	Hard copy or inspection	See below
Seating and memorials etc.	Website or Hard copy	Free See below
Bus shelters	Website or Hard copy	Free See below
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website or Hard copy (burial fees)	Free See below

Contact details: Clerk to St Briavels Parish Council, stbriavelsclerk@outlook.com

3 SCHEDULE OF CHARGES

This section describes how the charges have been arrived at.

All hardcopy copies shall be charged at 12p per sheet plus the cost of a 2nd class stamp. All publications available on the website are available for free.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 12p per sheet (black & white)	Actual cost
	Postage – 2 nd class	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (e.g. Fol Act 2000)

Publication date of Publication Scheme: May, 2021