

**BUCKMINSTER PARISH COUNCIL**

**PUBLICATION SCHEME**

**2021**

## Introduction

1. The Freedom of Information Act 2000 (FOIA) deals with access to official documents and gives individuals or organisations the right to request information from any public authority.
2. The Information Commissioner's Office has produced a Model Publication Scheme that sets out the classes of information which must be available to the public. This has been used to produce the information set out in this document. The Model Publication Scheme can be viewed on the ICO website. There is no specific requirement as to how the information is to be available and most of the information is provided through the Parish Council's website.
3. The Council also has a separate Freedom of Information Policy which outlines the procedure for access requests; details of the Freedom of Information Act are also available on the ICO website.

### Classes of Information available from Buckminster Parish Council under the model Publication Scheme.

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Information on the Parish Council organisation	Web site	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site	Free
Location of Council amenities and accessibility details	Parish Clerk	Free

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum available		
Annual return form and report by auditor	Parish Clerk	At cost
Finalised budget	Parish Clerk	At cost
Precept	Parish Clerk	At cost
Financial Standing Orders and Regulations	Web site	Free
Grants given and received	Parish Clerk	At cost

<b>Class 3 – What our priorities are and how we are doing</b> (planned activities taking place in the current year)		
Details of activities	Parish Clerk	Free

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions). Current and previous council year as a minimum		
Timetable of Parish Council meetings	Web site	Free
Agendas of meetings (as above)	Web site	Free
Minutes of meetings (as above) – confidential information discussed within the framework of the meeting will be excluded.	Web site	Free
Reports presented to council meetings – this will exclude information that is considered to be confidential.	Web site	Free
Responses to consultation papers	Web site	Free
Responses to planning applications	Parish Clerk	Free

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Web site	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Web site	Free
Information security policy/General Data Protection	Web site	Free
Records management policies	Web site	Free

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (some information may only be available by inspection)		
Assets Register	Parish Clerk	Cost
Register of members' interests	Parish Clerk	Cost

<b>Additional Information</b> This will provide the Council with the opportunity to publish information that is not itemised in the lists above	Web site	Free
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## Schedule of Charges

Further information or clarification can be sought by contacting the Parish Clerk:

Email: [clerk@buckminsterparishcouncil.org.uk](mailto:clerk@buckminsterparishcouncil.org.uk)

Tel: 01476 860065

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 30p per sheet in black and white	Actual cost and labour
	Photocopying @ 75p per sheet in colour	Actual cost and labour
	Postage	Second class mail
Statutory charges		In accordance with the relevant legislation

Document Control and Policy Review: