

South Brent Parish Council



South Brent Parish Council Freedom of Information publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website and/or Hard copy – contact Clerk	Free 20p per A4 sheet
Who's who on the Council and its Committees	Website or Hard copy	Free/20p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/ Hard copy	Free/20p
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Hard copy	20p sheet

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	Website and/or hard copy	Free 20p A4 sheet
Annual return form and report by auditor	Hard copy	20p sheet
Finalised budget	Website/ Hard copy	Free/20p
Precept	Hard copy	20p sheet
Borrowing Approval letter	Hard copy	20p sheet
Financial Standing Orders and Regulations	Website/ Hard copy	Free/20p
Grants given and received	Website/ Hard copy	Free/20p
List of current contracts awarded and value of contract	Hard copy	20p sheet
Members' allowances and expenses	Hard copy	20p sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website and/or hard copy	Free 20p A4 sheet
Parish Plan (current and previous year as a minimum)	Website/ Hard copy	Free/20p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/ Hard copy	Free/20p
Quality status	Hard copy	20p
Local charters drawn up in accordance with DCLG guidelines	Not applicable yet	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website and/or hard copy	Free 20p A4 sheet

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/ Hard copy	Free/20p
Agendas of meetings (as above)	Website/ Hard copy	Free/20p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/ Hard copy	Free/20p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/ Hard copy	Free/20p
Responses to consultation papers	Website/ Hard copy	Free/20p
Responses to planning applications	Website/ Hard copy	Free/20p
Bye-laws	Hard copy	20p sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website and/or hard copy	Free 20p A4 sheet
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	Website/ Hard copy	Free/20p
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Grant Aid Policy, Community Benefit Fund application forms and guidelines	Website/ Hard copy	Free/20p

Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Grievance Policy, Disciplinary Policy, Dignity at Work Policy,	Website/ Hard copy	Free/20p
Information security policy	Hard copy	20p sheet
Records management policies (records retention, destruction and archive)	Hard copy	20p sheet
Data protection policies	Hard copy	20p sheet
Schedule of charges (for the publication of information)	Hard copy	20p sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy; (some information may only be available by inspection)	20p sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	Inspection
Assets Register	Hard copy	20p sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable	
Register of members' interests	SHDC	Inspection
Register of gifts and hospitality	Hard copy	20p sheet
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; (some information may only be available by inspection)	

Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Hard copy	20p sheet
Parks, playing fields and recreational facilities	Hard copy	20p sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	20p sheet
Bus shelters	Hard copy	20p sheet
Markets	Not applicable	
Public conveniences	Hard copy	20p sheet
Agency agreements	Hard copy	20p sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs Jane Sullivan – Clerk to South Brent Parish Council,
PO Box 280, South Brent, Devon TQ10 9GJ
clerk@southbrent.gov.uk 01364 701900

Reviewed and amended by South Brent Parish Council 24.11.14, reviewed May 2021 – no changes.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost * 20p
	Photocopying @25p per sheet (colour)	Actual cost 25p
	Postage	Actual cost of postage (Royal Mail standard 2 nd class)
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority