



FELSTED PARISH COUNCIL

PUBLICATION SCHEME

Date: 7 December 2022

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
- To specify the information which is held by the authority and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the authority makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

On receipt of a written request for information under the Freedom of Information Act 2000 Felsted Parish Council will tell the applicant whether it holds any information falling within the scope of their request; and will provide that information. Applicants can expect a response within 20 days.

Refusal to Provide Information

Felsted Parish Council reserves the right to refuse to provide information under the following conditions:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

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)		
Who's who on the Council and its Committees	Website, noticeboards, newsletters, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As Above	Free Photocopy plus posting cost
Location of main Council office and accessibility details	As Above	Free Photocopy plus posting cost
Staffing structure	Contacting the office Hardcopy via post	Free Photocopy plus posting cost
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	Website, noticeboards, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Finalised budget	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Precept	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Grants given and received	Website, contacting the office	Free

	Hardcopy via post	Photocopy plus posting cost
List of current contracts awarded and value of contract	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Members' allowances and expenses	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous council year as a minimum		
Action Plan (current and previous year as a minimum)	Contacting the office Hardcopy via post	Free Photocopy plus posting cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As Above	Free Photocopy plus posting cost
Local Government Award / quality status	As Above	Free Photocopy plus posting cost
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 and any committee/sub-committee meetings and parish meetings)	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Agendas of meetings (as above)	As Above	Free Photocopy plus posting cost
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	As Above	Free Photocopy plus posting cost
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	As Above	Free Photocopy plus posting cost
Responses to consultation papers	As Above	Free Photocopy plus posting cost
Responses to planning applications	As Above	Free Photocopy plus posting cost
Bye-laws	As Above	Free Photocopy plus posting cost
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: <ul style="list-style-type: none"> Procedural standing orders Committee and sub-committee terms of reference 	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost

<ul style="list-style-type: none"> Delegated authority in respect of officers Code of Conduct Policy statements 		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> Internal instructions to staff and policies relating to the delivery of services 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) 	As Above	Free Photocopy plus posting cost
Class 6 – Lists and Registers Any publicly available register or list		
Assets Register	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
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)	As Above	Free Photocopy plus posting cost
Register of members' interests	As Above	Free Photocopy plus posting cost
Register of gifts and hospitality	As Above	Free Photocopy plus posting cost
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		
Closed churchyards	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Community centres and village halls	As Above	As Above
Parks, playing fields and recreational facilities	As Above	As Above

Seating, litter bins, clocks, memorials and lighting	As Above	As Above
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. allotments)	As Above	As Above

Contact Details:

Felsted Parish Council
 URC Hall
 Stebbing Road
 Felsted
 Essex
 CM6 3JD
 Website: www.felsted-pc.gov.uk
 Phone: 01371 823071
 Email: clerk@felsted-pc.gov.uk

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 @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class stamp

Adopted at the Council meeting held on: 7 December 2022
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