

# BELBROUGHTON and FAIRFIELD PARISH COUNCIL

## PUBLICATION SCHEME

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

This scheme sets out Belbroughton and Fairfield Parish Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and if the information is also available on the Parish Council's website at [belbroughtonandfairfield-pc.info](http://belbroughtonandfairfield-pc.info) this is indicated 'W' in the table.

The Council's charges for producing printed copies of this information are published at the foot of this document.

The same information can be requested by phone, e-mail, post or in person from the Council's Clerk at Millers Cottage, Pinkham, Cleobury Mortimer DY14 8QE, by phone on 01299 270722 or by email at [belbroughtonpc@live.co.uk](mailto:belbroughtonpc@live.co.uk)

### Class 1 information – Who we are and what we do

(Current information only)

1.1 Contact details for the Clerk and Council members	W
1.2 Details of the Council's Committees structure	W
1.3 Location of the Council's office	W

### Class 2 information – What we spend and how we spend it

(Current and previous financial year only)

2.1 Annual return form and report by auditor	W
2.2 Finalised budget	W
2.3 Precept	W
2.4 Financial Regulations	W
2.5 Grants given and received	W
2.6 List and value of current contracts awarded	
2.7 Members' allowances and expenses	W

### Class 3 information – What our priorities are and how we are doing

(Current and previous financial year only)

3.1 Report to Annual Parish Meeting	W
3.2 Published Annual Reports	W
3.3 Council Action Plan	W

### Class 4 information – How we make decisions

(Current and previous financial year only)

4.1 Timetable all parish council meetings and committee meetings	W
4.2 Agendas of meetings	W
4.3 Minutes of meetings	W
4.4 Reports presented to Council meetings	
4.5 Responses to Consultation papers	
4.6 Responses to planning applications in planning cmtee Minutes	W

## **Class 5 information – Our policies and procedures**

(Current information only)

5.1 Council Standing Orders	W
5.2 Committees terms of reference and scheme of delegation	W
5.3 Financial Regulations	W
5.4 Councillors' Code of Conduct	W
5.5 Equality and diversity policy	W
5.6 Health and safety policy	W
5.7 Freedom of Information Policy	W
5.8 Press and Media Policy	W
5.9 Filming and recording Procedures	W
5.10 Data Protection Policy	W
5.11 Charging policy for the publication of information	W
5.12 Complaints procedure	W
5.13 Grants procedure	W

## **Class 6 information – Lists and registers**

(Current information only)

6.1 Council asset register	W
6.2 Register of Members Disclosable Pecuniary interests	W
6.3 Register of gifts and hospitality	W

## **Class 7 information – Services we offer**

(Current information only)

7.1 Street lighting	
7.2 Benches	
7.3 Dog waste bins	
7.4 Grit bins	
7.5 Bus shelters	
7.6 Notice boards	
7.7 Lengthsman Scheme	
7.8 Farm Business Tenancies	
7.9 Services for which the Council can recover a fee	W

## **Charges which may be made for Information published under this scheme**

Material which is published and accessed on the Council's website is free of charge.

The following charges may be made for the following actual disbursements:

- printing – 5p per sheet (black and white), 10p per sheet (colour)
- photocopying – the Parish Council has no photocopier
- postage – actual cost of postage
- packaging - 5p (DL envelope), 10p (A5 envelope), 20p (A4 or larger envelope)
- publications – actual cost of purchase
- the costs directly incurred as a result of viewing information

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.

## **Further information is available from:**

Mr J H F Farrell

The Clerk

Belbroughton and Fairfield Parish Council

c/o Millers Cottage Pinkham Cleobury Mortimer

DY14 8QE

01299 270722

[Belbroughtonpc@live.co.uk](mailto:Belbroughtonpc@live.co.uk)