



# FREEDOM OF INFORMATION PUBLICATION SCHEME

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This policy will be reviewed on an annual basis

Next Review – June 2025

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# Brixton Parish Council Freedom of Information Publication Scheme

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**Information available under the Model Publication Scheme**

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website/app)	
Who's who on the Council and its Committees	Website Hard copy	Free 10p sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p sheet
Location of main Council office and accessibility details	Website Noticeboard	Free Free
Staffing structure	N/A	

<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	(hard copy or website)	
Annual return form and report by auditor	Website Hard Copy	Free 10p sheet
Finalised budget	Hard Copy	10p sheet
Precept	Website Hard Copy	Free 10p sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p sheet
Grants given and received	Hard Copy	10p sheet
List of current contracts awarded and value of contract	Hard Copy	10p sheet
Members' allowances and expenses	Website Hard Copy	Free 10p sheet

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
<p>Parish Plan (current and previous year as a minimum)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p sheet</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p sheet</p>
<p>Quality status</p>	<p>Website</p> <p>Certificate on display at meetings</p>	
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>None</p>	
<p>Brixton Parish Neighbourhood Plan</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p sheet</p>

<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council & any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p sheet
Agendas of meetings (as above)	Website Hard Copy Noticeboard (current only)	Free 10p sheet Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy Noticeboard (current only)	Free 10p sheet Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy By email	10p sheet Free
Responses to consultation papers	Hard Copy Website By email	10p sheet Free Free
Responses to planning applications	SHDC website Hard Copy	Free 10p sheet
Bye-laws	N/A	

<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Website</p> <p>All hard copies</p>	<p>Free</p> <p>All 10p sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website /</p> <p>All hard copies</p>	<p>Free</p> <p>All 10p sheet</p>

Information security policy	Website Hard Copy	Free 10p sheet
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 10p sheet
Data protection policies	Website Hard Copy	Free 10p sheet
Schedule of charges (for the publication of information)	Website	Free



<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
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)	District Council Website	Free
Assets register	Website / App Hard Copy	Free 10p 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)	SHDC Website	Free
Register of members' interests	SHDC Website Parish Council Website	Free Free
Register of gifts and hospitality	SHDC Website	Free

<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>N/A</p>	
<p>Burial grounds and closed churchyards</p>	<p>N/A</p>	
<p>Community centres and village halls</p>	<p>N/A</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>N/A</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Website</p>	
<p>Bus shelters</p>	<p>Website</p>	
<p>Markets</p>	<p>N/A</p>	

Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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## Appendix 1 – Schedule of Charges

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Officer time to research	£19.20 hour

\* the actual cost incurred by the public authority