



BERRYNARBOR PARISH COUNCIL

Model Publication Scheme

Background

The requirements of the Freedom of Information Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

What is a Publication Scheme?

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme sets out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

Model Scheme

Berrynarbor Parish Council's publication scheme defines information that the Parish Council holds, and which is accessible to members of the public. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public. What Charges are there? Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice

Berrynarbor Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination. Requests for Information Requests for information should be made to the clerk (contact details below).

The request must include details of the applicant's address in the Parish and the information sought. The Parish Council will respond within 20 days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

Information available from Berrynarbor Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i></p> <p>This will be current information only</p> <p><i>N.B. Councils should already be publishing as much information as possible about hoe they can be contacted.</i></p>	Hard copy or via email	
Who's who on the council and its groups/committees	Website Hard copy	
Who's who on the Council and responsibilities, Parish Council Structure and roles	Website	
Contact details for parish clerk and council members	Mrs Julie Irwin (Responsible Officer/Clerk), Website	
Address of main council	c/o Bowden Farm Cottage Sterridge Valley, Devon, EX34 9TB	
Staffing structure	1 part time member of staff	
<p>Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p>Current and previous financial year as a minimum</p>	Hard copy or via email	£4 per hard copy
Statement of accounts and internal audit report in the format included in the Annual Return form	Available in hard copy or emailed from the Clerk.	£4 per hard copy

Finalised budget	Available in hard copy or emailed from the Clerk.	£4 per hard copy
Precept	Available in hard copy or emailed from the Clerk.	£4 per hard copy
Annual financial report All items of expenditure over £100	Website	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Available in hard copy or emailed from the Clerk.	£4 per hard copy
Grants given and received	Available in hard copy or emailed from the Clerk.	£4 per hard copy
List of current contracts awarded and value of contract	Available in hard copy or emailed from the Clerk.	£4 per hard copy
Members allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	Hard copy or via email	£4 per hard copy
Parish Plan <i>(current and previous year as a minimum)</i>	Website	
Annual Report to Parish Meeting <i>(current and previous year as a minimum)</i>	Website	
Quality Status	Not applicable	
Local Charters	Not applicable	
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i>	Hard copy or via email	£4 per hard copy
Current and previous council year as a minimum		

Timetable of meetings (<i>council meetings and parish meetings</i>)	Monthly Website Hard copy	£4 per hard copy
Agendas of meetings (as above)	Website Notice Board Hard Copy	£4 per hard copy
Minutes of meetings (as above) <i>N.B this excludes any information that is properly regarded as private to the meeting, under Part B.</i>	Website Notice Board Hard Copy	£4 per hard copy
Reports presented to council meetings <i>N.B this excludes any information that is properly regarded as private to the meeting, under Part B.</i>	Website	
Responses to consultation papers	Included within the minutes	
Responses to planning applications	Included within the minutes	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	Hard copy or via email	£4 per hard copy
Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy or via email	£4 per hard copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services 	Relevant policies that have been adopted are available on the website or in hard	£4 per hard copy

<ul style="list-style-type: none"> • Equality Policy • Health and Safety Policy • Recruitment Polices (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (<i>including those covering requests for information and operating the publication scheme</i>) 	copy or emailed from the Clerk.	
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Relevant policies that have been adopted are available on the website or in hard copy or emailed from the Clerk.	£4 per hard copy
Data protection policy		
Schedule of charges (for the publication of information)	Please see last page	
Class 6 – Lists and Registers Currently maintained lists and registers only Any publicly available register or list (<i>if any are held this should be publicised; in most circumstances existing access provisions will suffice</i>)	(hard copy: some information may only be available by inspection)	£4 per hard copy
Assets register	Available to see in hard copy form from the Clerk.	£4 per hard copy
Disclosure Log (<i>indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils</i>)	Not applicable	
Register of members' interests	Included in the Minutes	
Register of gifts and hospitality	Available to view when appropriate	
Class 7 – The services we offer (<i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i>)	(hard copy: some information may only be available by inspection)	

Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks playing fields and recreational facilities	(hard copy: some information may only be available by inspection)	£4 per hard copy
Seating, litter bins, clocks, memorial and lighting	At various locations	
Bus shelters	At various locations	
Agency Agreements	Pitt Hill Lease	

Contact Details: Mrs Julie Irwin, Parish Clerk & Responsible Finance Officer (Proper Officer) Bowden Farm Cottage, Sterridge Valley, Devon, EX34 9TB.

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost (incurred by BPC)
	Photocopying @ 25p per sheet (colour)	Actual Cost (incurred by BPC)
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Clerks time on an hourly rate. This will be given on request.	In accordance with the relevant legislation (quote the actual statute)

Date of Annual Review	Change Description	Minutes Number
14 April 2026	Clerks details amended, new template adopted Costs updated to reflect current prices	2604/10

