



Bearley Parish Council

Freedom of Information Publication Scheme

V2

Status	Adopted
Date of review	17 September 2023
Date of next review	May 2024
Previous	
V1 Adopted	March 2018



Introduction

This publication scheme commits Bearley Parish Council 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public Model publication scheme Model publication scheme Version 1.2 20151023 2 authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

Information available from Bearley Parish Council under the model publication scheme (ICO Version 10.2 2015)

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.

CLASS 1: Who are we and What we Do	How the information can be obtained?	Charge if applicable
Parish Council Members and it's Committees	www.bearley.org	
Contact Details for the Clerk and Members of the Council	www.bearley.org	
Location of Parish Clerk and accessibility details	www.bearley.org	
Staffing	www.bearley.org	
CLASS 2: Expenditure What we spend and how we spend it	How Information can be obtained	Charge for Supply (Yes/No)
Annual return form and report by auditor	Email or hard copy available from the Clerk	No
Finalised Budget	Email or hard copy available from the Clerk	No
Precept	Email or hard copy available from the Clerk	No
Financial Standing Orders and Regulations	www.bearley.org	No



Grants given and received	Email or hard copy available from the Clerk	No
List of current contracts awarded and value of contract	Email or hard copy available from the Clerk	No
Members' allowances and expenses	Not Applicable	N/A
CLASS 3: Priorities and How we are Doing	How Information can be obtained	Charge for Supply (Yes/No)
Neighbourhood Development Plan	www.bearley.org	No
Annual Report to Parish or Community Meeting	www.bearley.org	No
CLASS 4: How we make decisions	How Information can be obtained	Charge for Supply (Yes/No)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	www.bearley.org	No
Agendas of meetings (as above)	www.bearley.org	No
Minutes of meetings (as above) - N.B. this will exclude information that is properly regarded as private to the meeting.	www.bearley.org	No
Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.	Email or hard copy available from the Clerk	Yes
Responses to consultation papers	Email or hard copy available from the Clerk	Yes
Responses to planning applications	Minutes on Website www.bearley.org	No
Bye-laws	Email or hard copy available from the Clerk	Yes
CLASS 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	How Information can be obtained	Charge for Supply (Yes/No)
Procedural standing orders	www.bearley.org	No
Code of Conduct	www.bearley.org	No
Complaints Procedure	www.bearley.org	No
Records management policies (records retention, destruction and archive)	www.bearley.org	No
Data protection policies	www.bearley.org	No
CLASS 6: Lists and Registers Currently maintained lists and registers only	How Information can be obtained	Charge for Supply (Yes/No)
Assets Register	www.bearley.org	No



Disclosure logs	Email or hard copy available from the Clerk	Yes
Register of members' interests	Stratford District Council	No
Register of gifts and hospitality	Email or hard copy available from the Clerk	No
CLASS 7: The services we offer Current information only	How Information can be obtained	Charge for Supply (Yes/No)
Allotments	Not Applicable	N/A
Burial grounds and closed churchyards	Email or hard copy available from the Clerk	Yes
Community centres and village halls	Not Applicable	N/A
Parks, playing fields and recreational facilities	Email or hard copy available from the Clerk	No
Seating, litter bins, War Memorial	Email or hard copy available from the Clerk	No
Bus shelters	Email or hard copy available from the Clerk	No
Newsletters	www.bearley.org	No
Public conveniences	Not Applicable	N/A
Street lighting	Email or hard copy available from the Clerk	No
Information for fees relating to Allotments and Burial fees	www.bearley.org	No

Contact Details

Clerk and Responsible Financial Officer

Karen Mason

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Bearley

Stratford upon Avon

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