

Chagford Parish Council

Freedom of Information Publication Scheme

This publication scheme commits an authority, in this case Chagford Parish Council (CPC), 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 on page 2.
- To specify the information which is held by the authority and falls within the classifications on page 2.
- 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 CPC that has been requested, and any updated versions it holds, unless CPC 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 CPC 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 FOIA. The term 'relevant copyright work' is defined in section 19(8) of that Act

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.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections, and reviews.

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 CPC

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.

CPC will indicate clearly to the public what information is covered by this scheme and how it can be obtained (see pages 4-8).

Where it is within the capability of CPC, information will be provided on our website. Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, CPC 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 CPC for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on our 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 part 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 the regulations made under Section 11B of the FOIA, 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.

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.

Information to be published	How/where the information can be obtained. Refer to the schedule on Page 6 for any cost that may be applied.
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). Current information only	
Who's who on the Council and its Committees. Details of any representation on local public bodies	Hard Copy or Website
Contact details for Parish Clerk and Council members Named contacts where possible, including contact phone numbers and email addresses	Hard Copy or Website
Accessibility details for the Parish Clerk.	Hard Copy or Website
Staffing structure	Hard Copy or Website
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum	
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard Copy or Website
Approved finalised budget	Hard Copy or Website
Precept	Hard Copy or Website
Financial Standing Orders and Regulations	Hard Copy or Website
Grants given and received	Hard Copy or Website
List of current contracts awarded and value of contract	Hard Copy or Website
Members' allowances and expenses	Hard Copy or Website
Class 3 – What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year as a minimum	
Annual governance statement in format included in the Annual Return form	Hard Copy or Website
Annual Report to Parish or Community Meeting	Hard Copy or Website
Quality status	Work in progress
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard Copy or Website
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)	Hard Copy or Website
Agendas of meetings (as above)	Hard Copy or Website

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard Copy or Website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy or Website
Responses to consultation papers	Hard Copy or Website
Responses to planning applications (contained within the minutes of the relevant meeting.)	Hard Copy or Website
Bye-laws	Hard Copy or Website
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 • Delegated authority • Code of Conduct • Policy statements 	Hard Copy or Website
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 • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Hard Copy or Website
Records management, personal data and access to information policies	Hard Copy or Website
Data protection policies	Hard Copy or Website
Class 6 – Lists and Registers Currently maintained lists and registers only.	
Information legally required to hold in publicly available registers	Hard Copy
Assets register, including details of public land and building assets	Hard Copy or Website
Disclosure log indicating the information provided in response to requests.	Hard Copy or Website
Register of members' interests	Hard Copy or Website
Register of gifts and hospitality	Hard Copy or Website

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	
Parks, playing fields and recreational facilities	Hard Copy or Website
Seating, litter bins, clocks, memorials and lighting	Hard Copy or Website
Bus shelters	Hard Copy or Website
Public conveniences	Hard Copy or Website
Car Parks	Hard Copy or Website
Services for which we are entitled to recover a fee and details of those fees.	Hard Copy or Website
Additional Information	
Information not itemised in the lists above	

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 4p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the Civil Legal Aid (statutory Charge) Regulations 2013
Other		

* the actual cost incurred to Chagford Parish Council.

Contact details: Emily Young, Clerk and Responsible Financial Officer,
Chagford Parish Council, Market House, The Square, Chagford Devon TQ13 8AB
Telephone 07399815164
E-mail clerk@chagfordparishcouncil.gov.uk

DOCUMENT NO: 3

APPROVED/ADOPTED/RATIFIED DATE: April 2024 min: 150c

DATE LAST REVIEWD: 2023

REVIEW DATE February 2027

VERSION NO: 2

VERSION CONTROL AND REVISIONS:

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