
Brimscombe and Thrupp Parish Council's Publication Scheme

Date of Adoption: 8th October 2024

Review Date: May 2025

1. Introduction

This publication scheme commits Brimscombe and Thrupp Parish Council to making 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 council.

The scheme commits the council to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the council and falls within the classifications below.
- Specify the information that is held by the council and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is routinely made available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the council makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

2. Classes of Information

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 information the council publishes is divided into the following categories:

2.1 Who We Are and What We Do

- Organisational information, structures, locations, and contacts.
- This will include details of council members, roles and responsibilities, and contact information.

2.2 What We Spend and How We Spend It

- Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit.
- This will include annual statements of accounts, budgets, precept, grants, and expenses.

2.3 What Our Priorities Are and How We Are Doing

- Strategies and plans, performance indicators, audits, inspections, and reviews.
- This will include Parish Plan (NDP), Annual Reports and monitoring data.

2.4 How We Make Decisions

- Decision-making processes and records of decisions.
- This will include meeting agendas, minutes, and reports, as well as consultations and decision-making protocols.

2.5 Our Policies and Procedures

- Current written protocols, policies, and procedures for delivering our services and responsibilities.
- This will include standing orders, code of conduct, and policies.

2.6 Lists and Registers

- Information held in registers required by law and other lists and registers relating to the council's functions.
- This will include asset registers and disclosure logs.

2.7 The Services We Offer

- Information about the services the council provides, including leaflets, guidance, and newsletters produced for the public.
- This will include allotments, bins (rubbish, dog and grit) and noticeboard locations.

3. How to Access Information

Information is available through the following methods:

- Website: www.brimscombeandthrupp-pc.gov.uk
- Inspection: Information can be inspected by contacting the Parish Clerk at: clerk@brimscombeandthrupp-pc.gov.uk
- **Requesting Information:** Information not available on the website can be requested by contacting the Parish Clerk at: clerk@brimscombeandthrupp-pc.gov.uk. Please provide as much detail as possible to help us identify the information you need.
- **Email:** Requests can be sent via email to the Parish Clerk at: clerk@brimscombeandthrupp-pc.gov.uk
- **In person:** Requests can be made in person at the Parish Council Office, The West Suite, Port Mill, Brimscombe, GL5 2QQ. The office is open to the public on Tuesdays between 11.30am and 1.30pm. However, as we are a small team it is not always possible that someone is in the office. We advise that you drop us an email first and we can arrange a mutually convenient time to meet.

4. Charges for Information

- Some information may be available free of charge, while other types of information may require payment (charged at cost) such as printing, photocopying, and postage. All enquiries to be made to the Parish Clerk.

5. Review of the Publication Scheme

- This scheme will be reviewed annually to ensure it remains accurate and up-to-date.

Approved by: Brimscombe and Thrupp Parish Council (Full Council)

Meeting Date: 8th October 2024

Minute Reference: 8.4 (a)

Date of Review: May 2025