

# Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

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## FREEDOM OF INFORMATION

### PUBLICATION SCHEME

#### 1. INTRODUCTION

This publication scheme commits the 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 Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 authority 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 made routinely 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

- **CLASS 1 – Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.
- **CLASS 2 – What we spend and how we spend it:** Financial information relating to projected and actual income/expenditure, tendering, procurement and contracts.
- **CLASS 3 – What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
- **CLASS 4 – How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **CLASS 5 – Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.

- **CLASS 6 – Lists and Registers:** Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **CLASS 7 – Services we offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information we will not generally release 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.

### 3. METHOD OF PUBLICATION

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on its website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council 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 the Council 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.

### 4. CHARGES

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;

- 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 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.

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.

## 5. WRITTEN REQUESTS

Information held by the Council 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.

## 6. CONTACT DETAILS

If you require a paper version of any information, or want to ask whether information is available, please contact the Council by telephone, email or letter. Contact details are set out below. Alternatively you can visit our website [www.charmouthparishcouncil.gov.uk](http://www.charmouthparishcouncil.gov.uk).

Information can also be inspected by appointment at the Council's offices. Such inspection is free of charge unless any fees or undue expenditure is incurred by the Council, which will be charged at cost.

Email: [clerk@charmouthparishcouncil.gov.uk](mailto:clerk@charmouthparishcouncil.gov.uk)  
 Tel: 01297 560826  
 Contact Address: Charmouth Parish Council  
 The Elms  
 St Andrews Drive  
 CHARMOUTH  
 DT6 6LN

If the information you're looking for isn't available via the scheme (and isn't on our website), you can still contact Charmouth Parish Council to ask if we have it.

Adopted by Council:	January 2019
Reviewed:	January 2020
Reviewed:	March 2022
Review due:	January 2024

APPENDIX A – PUBLISHED INFORMATION

<u>Information to be published</u>	<u>How information can be obtained</u>	<u>Cost</u> Hard copy only
<b>Class 1 – Who we are and what we do</b> (Organisational information, structure, locations and contacts) Current information only available		
Who's who on the Council and its Committees	Hard copy/electronic/online	10p/sheet
Contact details for Parish Office and Council Members	Hard copy/electronic/online	10p/sheet
Location of main Council Office and accessibility/contact details	Hard copy/electronic/online	10p/sheet
Staffing structure	Hard copy/electronic/online	10p/sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income/expenditure, procurement, contracts and financial audit) Current and previous financial year available		
Annual return form and report by Auditor	Hard copy/electronic/online	10p/sheet
Finalised budgets/precept requirement	Hard copy/electronic	10p/sheet
Standing Orders	Hard copy/electronic/online	10p/sheet
Financial Regulations	Hard copy/electronic/online	10p/sheet
Grants made and received	Hard copy/electronic	10p/sheet
List of current contracts awarded and value of contract	Hard copy/electronic	10p/sheet
Members' allowances and expenses	Hard copy/electronic	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Beach Management Plan	Hard copy/electronic/online	10p/sheet

Charmouth Foreshore Management Plan	Hard copy/electronic/online	10p/sheet
Charmouth Visitor Questionnaire Results	Hard copy/electronic/online	10p/sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous Council year		
Calendar of meetings	Hard copy/electronic/online	10p/sheet
Agendas of meetings	Hard copy/electronic/online	10p/sheet
Minutes of meetings	Hard copy/electronic/online	10p/sheet
Reports presented to Council Meetings NB this will exclude information that is properly regarded as private to the meeting	Hard copy/electronic/online	10p/sheet
Responses to consultation papers	Hard copy/electronic/online	10p/sheet
Responses to planning applications	Hard copy/electronic/online Committee minutes online Comments can be viewed on Dorset For You website	10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Schedule of adopted policies	Hard copy/electronic/online	10p/sheet
Policies and procedures for the conduct of Council business	Hard copy/electronic/online	10p/sheet
Policies and procedures for the provision of services	Hard copy/electronic/online	10p/sheet
Policies and procedures about the employment of staff	Hard copy/electronic	10p/sheet
Code of Conduct	Hard copy/electronic/online	10p/sheet
Schedule of charges (for the publication of information)	Hard copy/electronic/online	10p/sheet
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)		
Asset Register	Hard copy/electronic/online	10p/sheet

Register of members' interests	Hard copy/electronic/online	10p/sheet
Register of gifts and hospitality	Hard copy/inspection	10p/sheet
<b>Class 7 – Services we offer</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Hard copy/electronic/online	10p/sheet
Burial Ground (Cemetery)	Hard copy/electronic/online	10p/sheet
Playing Field and recreational facilities	Hard copy/electronic/online	10p/sheet
Seating, litter/dog bins, memorials and lighting	Hard copy/electronic/online	10p/sheet
Bus shelters	Hard copy/electronic/online	10p/sheet
Beach, Foreshore, cliffs and car park	Hard copy/electronic/online	10p/sheet
Meeting Room facilities	Hard copy/electronic/online	10p/sheet
Summary of services for which the Council is entitled to recover a fee, together with those fees	Hard copy/electronic/online	10p/sheet

APPENDIX B – SCHEDULE OF CHARGES

<u>Type of charge</u>	<u>Description</u>	<u>Basis of charge</u>
Disbursement Cost	Photocopying @ 10p per sheet black and white  Photocopying @ 25p per sheet colour  Postage and Packing	} } Actual Cost } } 10p/sheet