



# Brixham Town Council

## Publication Scheme

<b>Date of Adoption</b>	
<b>Reviewed</b>	May 2023
<b>Next Review Date</b>	May 2024
<b>Written by</b>	Tracy Hallett, Town Clerk

# **Publication Scheme Freedom of Information Act**

To meet the requirements of the Freedom of Information Act, Brixham Town Council has examined the range of documents it holds and has resolved to make many of these available to the public.

The Town Clerk will take responsibility for the Scheme and full contact details are shown at the top of this document.

Classes of information for publication are attached at Appendix I.

These are based on the Model Scheme for Local Councils and reflect the responsibilities of Brixham Town Council.

## **Availability of Information:**

The details of the Scheme will be available:

1. In person from Brixham Town Council, Town Hall, New Road, Brixham TQ5 8TA from 9.00am – 3.00pm Monday to Friday
2. On the website [www.brixhamtowncouncil.gov.uk](http://www.brixhamtowncouncil.gov.uk).

## **Charges for Information**

The Council will not charge for the inspection of documents in electronic format or for viewing the information online. However, if hard copies are required, the Council will charge 20p per page.

Any postage will be charged at cost.

All charges will be subject to VAT at the prevailing rate.

In the event that a request is made for a large amount of information involving a great deal of research time an estimate will be given of the cost of providing such information. \* Under these circumstances no work will be undertaken until an agreement to pay such costs has been undertaken by the person requesting the information.

\* The Council has the right to refuse a Freedom of Information (FOI) request if it will cost more than £450 to find and extract the information.

Some sensitive information is not available to members of the public. If this applies, the requestee will be told by Brixham Town Council why they cannot be provided some or all of the information requested. The Council might ask the requestee to be more specific so the right information can be provided.

## **Rights and Complaints**

Any person has the right to receive a copy of the information described in the Publication Scheme and, where that information is available in printed format, the Council will endeavour to provide copies within 10 working days of receiving the request.

Any person who is unhappy with the way in which Brixham Town Council has dealt with their request under the Freedom of Information Act 2000 should raise the matter in accordance with the Town Council's Complaints Procedure.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost?</b>
<b>Class1 - Who we are and what we do</b>		
Committee Structure	Web site / hard copy	Free
Contact details for Town Clerk and Council members	Web site/ hard copy	Free
Location of main Council office and accessibility details	Web site/ hard copy	Free
Staffing structure	Hard copy only	Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard copy	Yes
Finalised budget (current and previous year)	Hard copy	Yes
Precept (current and previous year)	Hard copy	Free
Borrowing Approval letter	Hard copy	Yes
Financial Standing Orders and Regulations	Web site Hard copy	Free Yes
Grants given and gifts received	Website Hard copy	Free Yes
List of current contracts awarded and value of contract	Hard Copy	Yes
Members' allowances and expenses	Web site Hard copy	Free Yes
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report (current and previous year as a minimum)	Web site Hard copy	Free Free

<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions		
Timetable of meetings (Council, committee/sub-committee meetings and parish meetings)	Web site Hard copy	Free Free
Agendas of meetings (as above)	Web site Hard copy	Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as confidential.	Web site Hard copy	Free Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as confidential.	Web site Hard copy	Free Yes
Responses to consultation papers	Hard copy	Yes
Responses to planning applications	Website Hard copy	Free Yes
<b>Class 5 – Our policies and procedures</b> Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Web site Hard copy	Free Yes

Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy	Yes
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Hard copy	Yes
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	Yes
Register of members' interests	Hard copy	Yes
Register of gifts and hospitality	Hard copy	Yes
Companies Brixham Town Council have shares in: Shoalstone Pool Ltd	Hard Copy	Yes
<b>Class 7 – The services we offer</b>		
Allotments	Hard copy	Yes
Brixham Signal	Hard Copy or website	Free
Agency Agreements	Hard copy	Yes
Town Centre Management	Hard copy	Yes
Town Hall	Hard copy	Yes
Town Lengthsman	Hard copy	Yes
Wishings Field	Hardcopy	Yes