



Freedom of Information Act 2000

Publication Scheme

Adopted: January 2026

Introduction

Figcheldean Parish Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme.

This 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.

Commitment

Figcheldean Parish Council commits 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 held 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 authority 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

Classes of Information

Information available from Figcheldean Parish Council under the Model Publication Scheme:

Class 1: Who we are and what we do

Organisational information, structures, locations and contacts. This will be current information only.

- Contact details for the Parish Clerk and Council members
- Location of main Council office and accessibility details
- Staffing structure

Class 2: What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

- Annual return form and target reporting
- Finalised budget
- Precept
- Borrowing approval letter
- Financial standing orders and regulations
- Grants given and received
- List of current contracts awarded and value
- Members' allowances and expenses
- Items of expenditure above £100

Class 3: What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- Parish Plan (if applicable)
- Annual Report (if applicable)
- Quality status

Class 4: How we make decisions

Decision making processes and records of decisions.

- Timetable of meetings
- Agendas of meetings
- Minutes of meetings
- Reports presented to Council meetings
- Responses to consultation papers

Class 5: Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities.

- Policies and procedures for the conduct of Council business
- Policies and procedures for the provision of services
- Data protection policies
- Schedule of charges for published information
- Complaints procedure

Class 6: Lists and Registers

- Any publicly available register or list
- Asset Register
- Disclosure log
- Register of Members' interests

Class 7: The services we offer

Information about the services we offer, including leaflets, guidance and newsletters.

- Burial grounds and closed churchyards
- Village Hall
- Parks, playing fields and recreational facilities

Figheldean Parish Council

- Seating, litter bins, clocks, memorials and lighting
- Bus shelters
- A summary of services for which the Council is entitled to recover a fee, together with those fees

Charges

Most information is available free of charge on our website. Where charges apply, these will be in line with the following:

- Photocopying/printing: 10p per A4 sheet (black & white), 20p per A4 sheet (colour)
- Postage: At cost

Requesting Information

Information can be requested by contacting:

The Parish Clerk

Figheldean Parish Council

Email: clerk@figheldeanparishcouncil.gov.uk

Website: figheldean.org