

# Parish Council of Coleford

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Clerk to the Council  
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Gallant Hill Farm  
Foxcote  
Radstock  
BA3 5YB

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

Agreed at Coleford PC meeting 22<sup>nd</sup> April 2026

### **General Information**

Authority: Coleford Parish Council, Gallant Hill Farm, Foxcote, Radstock, BA3 5YB  
07971 516916  
Responsible Officer: Vickie Watts, Parish Clerk

### **Classes of Information**

#### **Who we are and what we do?**

Organisational information, location 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.

#### **List 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 requests. A description of the services offered.

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 on 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.**

The authority 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 a public authority, information will be provided on a 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, a public authority 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 the authority 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.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information.

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.

Photocopying – 50p per A4 sheet (Black and white)

Postage – Actual cost of Royal Mail standard 2nd class

**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 available from Coleford Parish Council under the model publication scheme**

This scheme commits the Council to make information available to the public as part of its normal business activities. The information is included in the classes of information outlined below.

Information held by the Parish Council that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act.

<b>Information to be published</b>	<b>Method of Publication</b>	<b>Cost</b>
<b><u>Class 1 Who we are and what we do</u></b>		
Who's who on the Council and its Committees Contact details for Parish Clerk and Council Members Location of main Council office and accessibility details	Notice Boards. Online Hard copy – contact clerk	Free 50p/sheet + pp
<b><u>Class 2 What we spend and how we spend it</u></b>		
Current and previous financial year: Annual return form and report by auditor	Hard copy – contact clerk	50p/sheet + pp
Finalised budget	Online, soft copy Hard copy – contact clerk	Free 50p/sheet + pp
Precept	Online, soft copy Hard copy – contact clerk	Free 50p/sheet + pp
Financial Standing Orders and Regulations	Online, soft copy Hard copy – contact clerk	Free 50p/sheet + pp
Grants given and received	Hard copy – contact clerk	50p/sheet + pp

List of current contracts awarded and value of contract	Hard copy – contact clerk	50p/sheet + pp
Member’s allowances and expenses	Hard copy – contact clerk	50p/sheet + pp
<b><u>Class 3</u></b> What our priorities are and how we are doing Parish Plan Annual report to the Parish	Online Hard copy – contact clerk	Free 50p/sheet + pp
<b><u>Class 4</u></b> How we make decisions		
Timetable of meetings (Council, Parish & Committee Meetings)	Online; notice boards	Free
Agendas of meetings	Notice boards 3 days before mtg; Online	Free
Minutes of meetings	Online, soft copy Hard copy – contact clerk	Free 50p/sheet + pp
Reports presented to council meetings	Email/ soft copy Hard copy – contact clerk	Free 50p/sheet + pp
Responses to consultation papers	Email Hard copy - contact clerk	Free 50p/sheet + pp
Responses to planning applications	Online at MDC website Hard copy – contact clerk	Free 50p/sheet + pp
<b><u>Class 5</u></b> Our policies and procedures		
Policies and procedures for the conduct of council business: Including Standing Orders detailing delegated authority, Financial Regulations, Code of Conduct and other Policy statements	Online, soft copy Hard copy – contact clerk	Free 50p/sheet + pp
Policies and procedures for the provision of services: Complaints procedures (including those requests for information and operating the publication scheme / Document Retention Policy / Disciplinary & Grievance Policies / Freedom of Information Publication Scheme	Online Hard copy – contact clerk	Free 50p/sheet + pp
Records management polices (records retention, destruction and archive)	Online Hard copy – contact clerk	Free 50p/sheet + pp
Data Protection Policies	Online Hard copy – contact clerk	Free 50p/sheet + pp
<b><u>Class 6</u></b> Lists and Registers		
Any publicly available register or list	Hard copy – contact clerk	50p/sheet + pp
Assets register	Soft copy Hard copy – contact clerk	Free 50p/sheet + pp
Register of members’ interests	Hard copy – contact clerk	50p/sheet + pp
<b><u>Class 7</u></b> – The services we offer. Information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses. Current information only		
Cemetery	Online Hard copy – contact clerk	Free 50p/sheet + pp

Seating, Litter Bins, Bus Shelters, Parks, Playing fields and recreational facilities	Hard copy – contact clerk Hard copy – contact clerk	Free 50p/sheet + pp
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**Exempt Material**

Personal information relating to Councillors (other than required to be declared in Register of Interest).  
 Personal information relating to employees (Clerk)  
 Tenders and bids from contractors and suppliers  
 Note: Data Protection Legislation prohibits the publication of certain categories of information.

**Charging Policy**

Information can be inspected by appointment at the Council Offices free of charge.  
 Information that can be photocopied without breaching copyright laws can be copied on the Council’s photocopier at the cost of 10p per A4 sheet.  
 A detailed search of records (for example the Council Minutes) is subject to a charge of £10 per search.

**Review Policy**

This Policy will be reviewed annually by Coleford Parish Council.

Signed:

Philip Ham

22<sup>nd</sup> April 2026

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 Chair

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 Date