

BRADNOP PARISH COUNCIL

Freedom of Information Publication Scheme

Adoption and review

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This Publication Scheme is prepared in accordance with the model scheme recommended by the National Association of Local Councils (NALC), the Staffordshire Parish Councils Association (SPCA), and best practice adopted by other Staffordshire parish councils. It sets out the information routinely available from Bradnop Parish Council, how it can be accessed, and any charges that may apply.

Introduction

Under the Freedom of Information Act 2000, Bradnop Parish Council is committed to making information available proactively and transparently. This document outlines the types of information we publish, how to access them, and our approach to requests for information not routinely available.

Classes of Information Available

- **Council Governance:** Agendas, minutes, and reports from council meetings.
- **Financial Information:** Annual accounts, budget reports, audit reports, and grants received.
- **Policies and Procedures:** Standing orders, code of conduct, policies on complaints, and procedures for handling FOI requests.
- **Services:** Information about council services, local initiatives, and community projects.
- **Contact Details:** Clerk and councillor contact details, office address, and opening hours.

Accessing Information

Information is available on our website (www.bradnopparishcouncil.gov.uk),

by contacting the Parish Clerk, Email - clerk@bradnopparishcouncil.gov.uk

or by phone 07973 522861.

Where reasonable, hard copies can be provided upon request.

Charges

Most information is available free of charge. Where a fee applies, it will cover the actual cost of reproduction and postage. A schedule of charges is available upon request or can be viewed on our website.

Requests for Information

If you require information not listed in this scheme, please submit a written request to the Parish Clerk. We will respond promptly, in accordance with statutory timeframes, advising if the information can be supplied or if exemptions apply.

Review and Updates

This Publication Scheme will be reviewed annually and updated as necessary to reflect changes in legislation and council practices.

Contact Details

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