

## Freedom of Information Act - Publication Scheme

### Freedom of Information

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Under the Freedom of Information Act 2000, [*amended by the Protection of Freedoms Act 2012*], members of the public have rights of access to all kinds of information held by authorities. Further, it is the duty of every public authority to adopt and maintain a publication scheme. The scheme should facilitate the proactive release of information and plays a crucial role in promoting greater transparency in the public interest.

### Publication Scheme

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Bredfield Parish Council has adopted the generic publication scheme prepared by the Information Commissioner. The scheme is intended to provide guidance to information that the Council will routinely publish or otherwise make available to the public. The information covered is included in the classes of information outlined below.

### Classes of information

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Who we are and what we do - Organisational information, contacts, constitutional and legal governance.

What we spend and how we spend it - Financial information relating to projected and actual income and expenditure.

What our priorities are and how we are doing – Strategies, plans, audits and inspections.

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.

Lists and registers - Currently maintained lists and registers

The services we offer - Information about the services, including leaflets, guidance and newsletters produced for the public

*Reviewed: 30 March 2026*

## Information available from Bredfield Parish Council under the Publication Scheme

Information	How this can be obtained	Charge
<b>Who we are – What we do</b>	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Who's who on the Council	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Contact details	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
<b>What we spend and how we spend it</b>	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Current and previous financial year	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Annual return and report by auditor	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Finalised budget	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Precept	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Financial Standing Orders and Regulations	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
<b>What our priorities are and how we are doing</b>	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Annual Parish Meeting report	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Neighbourhood Plan	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
<b>How we make decisions</b>	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Timetable of meetings	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Agendas of meetings	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Minutes of meetings	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Reports presented for meetings	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Responses to consultations	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Responses to planning applications	<a href="https://publicaccess.eastsuffolk.gov.uk/online-applications/">https://publicaccess.eastsuffolk.gov.uk/online-applications/</a>	
<b>Our Policies and Procedures</b>	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Standing Orders	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	

## BREDFIELD PARISH COUNCIL

Code of Conduct	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Complaints procedure	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Records management [records retention, destruction, archive]	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Data protection policy	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Schedule of costs and charges	See below	
<b>Lists and Registers</b>	[a] Hard copy from Parish Clerk or [b] website	[a] Cost [b] FOC
Asset Register	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Register of members interests	<a href="https://roi.cmis.uk.com/QuestionSets/ROIListByGroup/1">https://roi.cmis.uk.com/QuestionSets/ROIListByGroup/1</a>	
<b>The services we offer</b>		
Green spaces	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	
Walks leaflets	<a href="http://bredfield-pc.gov.uk">http://bredfield-pc.gov.uk</a>	

Contact details: The Parish Council website = <http://bredfield-pc.gov.uk>

For the Clerk to the Council = [Parish.Clerk@bredfield-pc.gov.uk](mailto:Parish.Clerk@bredfield-pc.gov.uk)

### SCHEDULE OF CHARGES

This sets out how the charges have been arrived at and is published as part of the guide.

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying at 20p a sheet	Actual cost
	Postage, envelopes	Cost of Royal Mail 2 <sup>nd</sup> class post/ actual cost of envelopes