



BEAN PARISH COUNCIL

PUBLICATION SCHEME

Approved	9 March 2026
Review	March 2027

Background

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. The Act specifies the public authorities to which it applies, requiring each to establish and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Act designates a "local council," as defined by the Local Government Act 1972, as a public authority.

What is a Publication Scheme?

In accordance with the Act, all public authorities must adopt and maintain a Publication Scheme. This scheme provides the public with a systematic catalogue of available information, affirming the authority's commitment to transparency. It also delineates the charging arrangements for accessing information. In this context, "publication" encompasses documents provided in various formats.

Model Scheme

Bean Parish Council's publication scheme outlines the information held by the Council that is accessible to the public. The Council prioritises transparency and strives to enhance access to local government information and its activities. Continuous efforts are made to increase the availability of information to the public.

Charges

When a member of the public requests copies of information under this publication scheme, the Council may impose reasonable charges. Full details regarding costs, such as photocopying, postage, and staff time, are available upon request from the Clerk via postal application.

Confidentiality Notice

Bean Parish Council maintains a policy of openness and endeavours to provide requested information wherever possible. However, the Council may withhold information if its release is deemed contrary to the public interest or likely to cause significant harm. Sensitive or confidential data are exempt from disclosure.

Requests for Information

Requests should be addressed to the Clerk at:

Bean Parish Council Office, Oast View, Betsham Road, Southfleet, Gravesend,
Kent DA13 9PD

Email: clerk@beanparishcouncil.gov.uk

Applicants must include their address within the Parish and clearly specify the information required.

The Parish Council will respond within 20 days of receiving the request. If a fee applies, the response period may be extended by up to 3 months pending payment.

**Information available from Bean Parish Council under the model publication scheme
as issued by the Information Commissioner's Office**

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
List of Council members	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Class 2 – What we spend and how we spend it		
Annual Return form and report by auditor	Website/notice board	Free
Finalised budget	Website (Minutes)	Free
Precept	Website (Minutes)	Free
All items of expenditure over £500	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
Class 3 – What our priorities are and how we are doing		
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Website	Free
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Class 4 – How we make decisions		
Timetable of meetings	Website/notice board	Free
Agendas of meetings	Website/notice board	Free
Minutes of meetings	Website	Free
Reports presented to council meetings	Clerk by email	Free
Responses to consultation papers	Minutes/Clerk by email	Free
Responses to planning applications	Website (Minutes)	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements • Equality and diversity policy • Health and safety policy • Policies and procedures for handling requests for information 	Website	Free

• Complaints procedures (including those covering		
Records Management Data	Website	Free
Data Protection Policy	Website	Free
Schedule of Charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Assets register	Clerk by email	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests.	N/A	
Register of members' interests	Website	Free
Class 7 – The services we offer		
Allotments	Clerk	Free
Bean Village halls	Clerk	Free
Bean Recreation Ground	Clerk	Free
Bean memorial	Clerk	Free
Country Park	Clerk	Free
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Cemetery	N/A	
Additional Information Other information not itemised in the lists above	Clerk	Where appropriate £25/hour (min 0.5 hours) + disbursements

Schedule of charges

Type of Charge	Description	Basis of charge
Disbursement cost	A4 Photocopying @ £0.10p per sheet (black & white) A4 Photocopying @ £0.20p per sheet (colour) Postage Actual cost of Royal Mail standard 2nd class	Estimate of actual cost
Staff time	£25 per hour	The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (s.4(4))