



FREEDOM OF INFORMATION – PUBLICATION SCHEME

(adopted by Beaminster Town Council at a meeting held on Tuesday 14th May 2019)

Under the Freedom of Information Act 2000 (Section 19), the Town Council is required to adopt and maintain a publication scheme setting out the types of information it will make available, how that information can be obtained and whether a charge will be made. The purpose of the scheme is to provide as much information as possible on a routine basis as recommended by the Information Commissioner's Office.

The Town Council will make the information available in any of the following ways:

- Publication on the Council's website
- Electronically, upon request to the Town Clerk, by email
- A hard copy, upon request to the Town Clerk, to be collected in person or posted
- Available for inspection in the Council office, upon request and subject to prior arrangement with the Town Clerk

Requested information will be made available unless:

- The council does not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exception or its release is prohibited by another statute;
- The information is readily and publicly available from an external website; the Council will provide a link to that information
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

Information to be published	How the information can be obtained	Cost
<p>Class1 Who we are and what we do - Organisational information, structures, locations and contacts</p> <p>This will be current information only</p>		
Who is who on the Council and its Committees	Website Hard Copy	Nil 10p per sheet plus postage
Contact details for Town Clerk and Council members	Website Hard Copy	Nil 10p per sheet plus postage
Location of main Council Office and accessibility details	Website Hard copy	Nil 10p per sheet plus postage
Staffing structure	Website Hard Copy	Nil 10 per sheet plus postage
<p>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</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard Copy	Nil 10p per sheet plus postage
Finalised budget	Website Hard Copy	Nil 10p per sheet plus postage

Precept	Website Hard Copy	Nil 10p per sheet plus postage
Borrowing Approval letter	Hard Copy	Nil 10p per sheet plus postage
Financial Standing Orders and Regulations	Website Hard Copy	Nil 10p per sheet plus postage
Grants given and received	Website Hard Copy	Nil 10p per sheet plus postage
List of current contracts awarded	Website Hard Copy	Nil 10p per sheet plus postage
Members' allowances and expenses	Website Hard Copy	Nil 10p per sheet plus postage
Class 3 What our priorities are and how we are doing - Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard Copy	Nil 10p per sheet plus postage
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 How we make decisions, decision making processes and records of decisions		
Current and previous council year as a minimum		

Timetable of meetings (Council, Committee/sub-committee meetings and Parish meeting)	Website Hard Copy	Nil 10p per sheet plus postage
Agendas of meetings (as above)	Website Hard Copy	Nil 10p per sheet plus postage
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Nil 10p per sheet plus postage
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Nil 10p per sheet plus postage
Responses to consultation papers	Hard Copy	Nil 10p per sheet plus postage
Responses to planning applications	Website Hard Copy	Nil 10p per sheet plus postage
Class 5 Our policies and procedures, written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website Hard Copy	Nil 10p per sheet plus postage

Policies and procedures for the provision of services: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Nil 10p per sheet plus postage
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Website Hard Copy	Nil 10p per sheet plus postage
Class 6 Lists and Registers Currently maintained lists and registers only		
Assets Register	Website Hard Copy	Nil 10p per sheet plus postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Website Hard Copy	Nil 10p per sheet plus postage
Register of gifts and hospitality	Website Hard Copy	Nil 10p per sheet plus postage

<p>Class 7 Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>		
Allotments	N/A	
Burial grounds and closed churchyards	Website Hard Copy	Nil 10p per sheet plus postage
Community centres and village halls	Website Hard Copy	Nil 10p per sheet plus postage
Parks, playing fields and recreational facilities	Website Hard Copy	Nil 10p per sheet plus postage
Bus shelters	Hard Copy	Nil 10p per sheet plus postage
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	Nil 10p per sheet plus postage
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

<p>Publishing datasets for re-use</p> <p>Map datasets</p> <p>*Note: if the dataset or any part of it is a relevant copyright work and the Council is the only owner, they will make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.</p> <p>The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the <u>Open Government Licence</u>.</p> <p>The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published <u>guidance</u> on the dataset provision in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".</p>		
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Contact details:

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Photocopying cost + paper cost
	Photocopying @ 15p per sheet (colour)	Photocopying cost + paper cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation