

# Publication Scheme

Approved 22<sup>nd</sup> February 2024

## Background

The [Freedom of Information Act 2000](#) received Royal Assent on 30<sup>th</sup> November 2000. The Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

## What is a Publication Scheme?

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

## Model Scheme

Twyford Parish Council's publication scheme defines information that the Parish Council holds and which is accessible to members of the public. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

## What Charges are there?

Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

## Confidentiality Notice

Twyford Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination. Any exclusions as prescribed by law are referenced in the publication scheme.

## Requests for Information

Anyone can request information in writing or by e-mail.

The request must include details of the applicant's address in the Parish and the information sought.

The applicant has two rights, to be told whether the information is held by the Parish Council and to receive the information as a copy or summary, if considered to be in the public interest.

The Parish Council will respond within 20 days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

Requests for information should be addressed to:-

The Clerk, Twyford Parish Council  
The Pavilion,  
Park Lane  
Twyford  
Hampshire  
SO21 1QS  
email: [clerk@twyfordhants.org.uk](mailto:clerk@twyfordhants.org.uk)

## Information available from Twyford Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| <b>Information to be published</b>  | <b>How the information can be obtained</b> | <b>Cost</b> |
|---|--|-------------|
| <b>Class 1 - Who we are and what we do</b><br><br>(Organisational information, structures, locations and contacts)<br><br>Current information only  | Web site                                   | Free        |
| List of Council members and their responsibilities as well a list of Council Committees<br><br>Details of any representation on local public bodies | Web site<br><br>Web site                   | Free        |

|  |   |                          |
|--|---|--------------------------|
| Postal and email address   | Web site                                | Free                     |
| Contact details for Parish Clerk and Council members   | Web site                                |                          |
| Location of main Council office and accessibility details  | Web site                                | Free                     |
| Staffing structure   | Clerk                                   | Free                     |
| <p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | Clerk                                   | £13.70per hour           |
| Statement of accounts and internal audit report in the format included in the Annual Return form   | Website<br>Hard Copy                    | Free<br>10p per A4 Sheet |
| Finalised budget   | Meeting Minutes<br>Website<br>Hard Copy | Free<br>10p per A4 Sheet |
| Precept  | Meeting Minutes<br>Website<br>Hard Copy | Free<br>10p per A4 Sheet |
| Borrowing Approval letter  | Not held                                |                          |
| All items of expenditure above £100  | Meeting Minutes<br>Website<br>Hard Copy | Free<br>10p per A4 Sheet |

|  |                        |                              |
|--|------------------------|------------------------------|
| Financial Standing Orders and Regulations  | Website<br>Hard Copy   | Free<br><br>10p per A4 Sheet |
| Grants given and received  | Website<br>Hard Copy   | Free<br><br>10p per A4 Sheet |
| List of current contracts awarded and value of contract  | Clerk                  | £13.70 per hour              |
| Members' allowances and expenses   | Clerk                  | £13.70 per hour              |
| <b>Class 3 – What our priorities are and how we are doing</b><br><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br><br>Current and previous year as a minimum | (hard copy or website) |                              |
| Annual governance statement in format included in the Annual Return form   | Website<br>Hard Copy   | Free<br><br>10p per A4 Sheet |
| Parish Plan  | Not held               |                              |
| Annual Report to Parish or Community Meeting   | Website<br>Hard Copy   | Free<br><br>10p per A4 Sheet |
| Quality status   | Not held               |                              |
| <b>Class 4 – How we make decisions</b><br><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum   | (hard copy or website) |                              |

|   |                        |                  |
|---|------------------------|------------------|
|   |                        |                  |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)  | Website                | Free             |
|   | Hard Copy              | 10p per A4 Sheet |
| Agendas of meetings (as above)  | Website                | Free             |
|   | Hard Copy              | Free             |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure  | Website                | Free             |
|   | Hard Copy              | Free             |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure   | Website                | Free             |
|   | Hard Copy              | 10p per A4 Sheet |
| Responses to consultation papers  | Clerk                  | £13.70 per hour  |
| Responses to planning applications  | Clerk                  | £13.70 per hour  |
| Bye-laws  | Not held               |                  |
| <p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>  | (hard copy or website) |                  |
| Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul> | Website                | Free             |
|   | Hard Copy              | 10p per A4 Sheet |

|   |   |                                     |
|---|---|-------------------------------------|
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> | <p>Website</p> <p>Hard Copy</p>   | <p>Free</p> <p>10p per A4 Sheet</p> |
| <p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>   | <p>Clerk</p>  | <p>£13.70 per hour</p>              |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>   | <p>(hard copy or website; some information may only be available by inspection)</p> |                                     |
| <p>Assets register, including details of public land and building assets</p>  | <p>Hard Copy</p>  | <p>10p per A4 Sheet</p>             |
| <p>Register of members' interests</p>   | <p>Hard Copy</p>  | <p>10p per A4 Sheet</p>             |
| <p>Register of gifts and hospitality</p>  | <p>Hard Copy</p>  | <p>10p per A4 Sheet</p>             |
| <p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>   | <p>(hard copy or website; some information may only be available by inspection)</p> |                                     |

|  |                      |                          |
|--|----------------------|--------------------------|
| Current information only   |                      |                          |
| Allotments   | Website<br>Hard Copy | Free<br>10p per A4 Sheet |
| Burial grounds and closed churchyards  | Not held             |                          |
| Community centres and village halls  | Not held             |                          |
| Parks, playing fields and recreational facilities  | Website              |                          |
| Seating, litter bins, clocks, memorials and lighting   | Hard Copy            | 10p per A4 Sheet         |
| Bus shelters   | Hard Copy            | 10p per A4 Sheet         |
| Markets  | Not held             |                          |
| Public conveniences  | Not held             |                          |
| Agency agreements  | Not held             |                          |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees) | Note held            |                          |
| <b>Additional Information</b><br>Information not itemised in the lists above                   |                      |                          |
| Fees for hire of facilities  | Website<br>Hard Copy | Free<br>10p per A4 Sheet |

## 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  |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) | Actual cost. Cost of paper & printing                    |
|                          | Photocopying @ 15p per sheet (colour)        | Actual cost. Cost of paper & printing                    |
|                          |  |  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| Clerk's Time             | £13.70 per hour                              | Local Government Salary rate. Minimum charge one hour    |

