

# Wimborne Minster Town Council Publication Scheme

Author: Louise Harrison, Town Clerk, 8 August 2023.

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Model Scheme taken from SLCC Model Publication Scheme template and Information Commissioner's website [https://ico.org.uk/media/for-organisations/documents/1266/parish\\_council\\_information\\_guide.doc](https://ico.org.uk/media/for-organisations/documents/1266/parish_council_information_guide.doc)

This Model Publication Scheme (the Scheme) details the information available from Wimborne Minster Town Council (the Authority) as recommended by the Information Commissioner's Office (ICO) in order to meet the requirements of the model publication scheme.

Information is available unless:

- the authority does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the Authority or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,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.

The Scheme is not meant to give an exhaustive list of everything that is covered by the publication scheme and the Authority looks to provide as much information as possible on a routine basis.

## **Publishing datasets for re-use**

The Authority is duty bound to publish any dataset held that has been requested, together with any updated versions, unless satisfied that it is not appropriate to do so. So far as reasonably practicable, the Authority must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the Authority is the only owner, the Authority 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.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence. 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 scheme commits an authority:

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- to specify the information which is held by the authority and falls within the classifications below.
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- to review and update on a regular basis the information the authority makes available under this scheme.
- to produce a schedule of any fees charged for access to information which is made proactively available.
- to make this publication scheme available to the public.
- to publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(hard copy via office or website)	
Who's who on the Council and its Committees	Website	Nil
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Nil
Location of main Council office and accessibility details	Website	Nil
Staffing structure	Website	Nil
<b>Class 2 – What we spend and how we spend it</b> (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) - current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	Website	Nil
Financial Standing Orders and Regulations	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	Website	Nil
Members' allowances and expenses	Website	Nil
<b>Class 3 – What our priorities are and how we are doing</b> (strategies and plans, performance indicators, audits, inspections and reviews) - current and previous year as a minimum	(hard copy or website)	
Council's Strategic plan and priorities (current and previous year as a minimum)	Website	Nil
Annual Report to Parish Meeting (current and previous year as a minimum)	Website	Nil
Quality status	Website	Nil

Local charters drawn up in accordance with DCLG guidelines	Website	Nil
<b>Class 4 – How we make decisions</b> (decision making processes and records of decisions) - 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	Nil
Agendas of meetings (as above)	Website	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Nil
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	Nil
Responses to consultation papers	Website	Nil
Responses to planning applications	Website	Nil
Bye-laws	Website	Nil
<b>Class 5 – Our policies and procedures</b> (current written protocols, policies and procedures for delivering our services and responsibilities) - current information only	(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>• Policies, procedures and protocols</li> </ul>	Website	Nil
Policies and procedures for the provision of services and about the employment of staff: <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 (including current vacancies)</li> </ul>	Website and hard copy	See schedule of charges

<ul style="list-style-type: none"> <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>		
Information security policy	Website	Nil
Records management policies (records retention, destruction and archive)	Website	Nil
Data protection policies	Website	Nil
Schedule of charges (for the publication of information)	Website	Nil
<b>Class 6 – Lists and Registers</b> - currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Nil
Assets register	Website	Nil
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)	Website	Nil
Register of members' interests	Website	Nil
Register of gifts and hospitality	Hard copy	See schedule of charges
<b>Class 7 – The services we offer</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - current information only	(hard copy or website; some information may only be available by inspection)	Nil
Allotments	Website	Nil
Burial grounds and closed churchyards	Website	Nil
Community buildings and Town Hall	Website	Nil
Parks, playing fields and recreational facilities	Website	Nil
Seating, litter bins, clocks, memorials and lighting	Website	Nil

Bus shelters	Website	Nil
Markets (not applicable)		
Public conveniences	Website	Nil
Agency agreements	Website	Nil
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Nil
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

**Contact details:**

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01202 881655

**Location of Town Council Offices:**

Town Hall, 37 West Borough, Wimborne Minster BH21 1LT  
[office@wimborne.gov.uk](mailto:office@wimborne.gov.uk)  
01202 881655

**Council website details:** [www.wimborne.gov.uk](http://www.wimborne.gov.uk)

**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 @ 4p to 6p per sheet (black & white) depending on size (A4 to A3)	Actual cost from 8p to 9p (paper, electricity, printer hire, staff costs)
	Photocopying @ 5p to 10p per sheet (colour) depending on size (A4 to A3)	Actual cost from £5 to £9 (paper size, electricity, copier, staff costs)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class 0.75p to £3.69p depending on weight and size plus actual cost detailed above (paper, electricity, copier, staff costs)
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

[end]