

Fordingbridge Town Council's Publication Scheme

This publication scheme commits Fordingbridge Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

The Freedom of Information Act 2000 requires public authorities 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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- 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 publication scheme is organised into seven classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Information to be published

The information below lists what information is available under this scheme, how the information can be obtained and any costs associated with this.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Website Hard Copy-contact Clerk	Free 10p per sheet + postage
Details of any representation on local public bodies		
Postal and email address	Website Hard Copy-contact Clerk	Free 10p per sheet + postage
Contact details for Parish Clerk and Council members		
Where possible, provide named contacts including contact phone numbers and email addresses	Notice Board at Town Hall	Free
Location of main Council office and accessibility details	Website Notice Board Hard Copy-contact Clerk	Free Free Free
Staffing structure	Website Hard Copy-contact Clerk	Free Free
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Notice Board Hard Copy-contact Clerk	Free Free 10p per sheet + postage
Finalised budget	Website Annual Parish Meeting Hard Copy-contact Clerk	Free Free 10p per sheet + postage
Precept	Minutes-Website Annual Parish Meeting Hard Copy-contact Clerk	Free Free 10p per sheet + postage

Borrowing Approval letter	Minutes-Website Hard Copy-contact Clerk	Free 10p per sheet + postage
All items of expenditure above £100	Minutes-Website Hard Copy-contact Clerk	Free 10p per sheet + postage
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p per sheet + postage
Grants given and received	Minutes-Website Hard copy – contact Clerk	Free 10p per sheet + postage
List of current contracts awarded and value of contract	Minutes-Website Hard Copy-contact Clerk	Free 10p per sheet + postage
Members' allowances and expenses	Minutes-Website Hard Copy-contact Clerk	Free 10p per sheet + postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website-Minutes Hard Copy-contact Clerk	Free 10p per sheet + postage
Parish Plan	Website	Free
Annual Report to Parish or Community Meeting	Minutes-Website Hard Copy-contact Clerk	Free 10p per sheet + postage
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	

Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy-Contact Clerk	10p per sheet + postage
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 and any committee/sub-committee meetings and parish meetings)	Notice Board Website Hard copy- contact Clerk	Free Free 10p per sheet + postage
Agendas of meetings (as above)	Website Notice Board Hard copy-Town Clerk	Free Free 10p per sheet + postage
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy-Town Clerk	Free Free 10p per sheet + postage
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Minutes-Website Hard copy-Clerk	Free 10p per sheet + postage
Responses to consultation papers	Minutes-Website Hard copy-Clerk	Free 10p per sheet + postage
Responses to planning applications	Minutes-Website NFDC-Website Hard copy- Clerk	Free Free 10p per sheet + postage
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current 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 • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website Hard copy-Clerk	Free 10p per sheet + postage
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy-clerk Hard copy-clerk Hard copy-clerk Hard copy-clerk Website Website Hard copy-clerk	10p per sheet + postage 10p per sheet + postage Free Free Free 10p per sheet + postage
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard copy-clerk Website Hard copy-clerk	Free 10p per sheet + postage Free 10p per sheet + postage
Class 6 – Lists and Registers Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy-clerk	10p per sheet + postage
Assets register, including details of public land and building assets	Hard copy-clerk	10p per sheet + postage
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy-clerk	10p per sheet + postage

Register of members' interests	Hard copy-clerk or NFDC	10p per sheet + postage
Register of gifts and hospitality	Hard copy-clerk or NFDC	10p per sheet + postage
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website Contact the Town Council	Free Free
Burial grounds and closed churchyards	Website Contact the Town Council	
Community centres and village halls	Website Contact the Town Council	Free Free
Parks, playing fields and recreational facilities	Website Contact the Town Council	Free Free
Seating, litter bins, clocks, memorials and lighting	Website Contact the Town Council	Free Free
Bus shelters	Website Contact the Town Council	Free Free
Markets	N/A	
Public conveniences	Website Contact the Town Council	Free Free
Agency agreements	Contact the Town Council	Free
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website Contact the Town Council	Free Free
Additional Information Information not itemised in the lists above	Contact the Town Council	Free

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)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class (will vary -subject to Royal mail)
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred

Reviewed by Officers:

14th January 2025

Approved and adopted by Members:

28th January 2026

Review due:

January 2029 (or sooner if updated)