



Policy Title	Publication Scheme
Policy No.	004 / V1
Policy Aim	The Publication Scheme commits the council to make information available to the public as part of its normal business activities.
Approval Date	August 2016
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Responsible Officer	Town Clerk
Approval Body	Full Council
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Version History

Date	Version	Author / Editor	Comments

Review Record

Date	Type of Review Conducted	Summary of Actions Taken or Decisions Made	Completed By
22 May 2025	Annual	Unchanged	Deputy Clerk

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 Model publication scheme 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.

Classes of information

- *Who we are and what we do.*
Organisational information, locations and contacts, constitutional and legal governance.
- *What we spend and how we spend it.*
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- *What our priorities are and how we are doing.*
Strategy and performance information, plans, assessments, inspections and reviews.
- *How we make decisions. Policy proposals and decisions.*
Decision making processes, internal criteria and procedures, consultations.
- *Our policies and procedures.*
Current written protocols for delivering our functions and responsibilities. Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.
- *The services we offer.*
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**APPENDIX A TO
CULLOMPTON TOWN COUNCIL'S
PUBLICATION SCHEME**

Information available from Cullompton Town Council under the Publication Scheme

Reviewed January 2023

Information to be Published			
<i>CLASS 1 – Who we are and what we do.</i>			
Organisational information, structures, locations and contacts. This will be current information only.	Email	Website	Hard Copy
Who's who on the Council and its Committees. List providing details of membership of Committees and Working Groups etc.	Email	Website	Hard Copy
Contact details for the Town Clerk and Council members which will include named contacts where possible with a telephone number and e-mail address.	Email	Website	Hard Copy
Staffing structure.	Email	Website	Hard Copy
<i>CLASS 2 – What we spend and how we spend it</i>			
Annual return for and report by auditor.	Email	Website	Hard Copy
Finalised budget.	Email	Website	Hard Copy
Precept.	Email	Website	Hard Copy
Borrowing approval letters.	Email	Website	Hard Copy
Financial Regulations.	Email	Website	Hard Copy
Grants given and received.	Email	Website	Hard Copy

List of current contracts awarded and value of contracts.	Email	Website	Hard Copy
Member's Allowances and Expenses.	Email	Website	Hard Copy
Individual payments of £500 or more made by the Council.	Email	Website	Hard Copy

CLASS 3 – What our priorities re and how we are doing.			
Quality Status Accreditation (not yet available as the Council is working towards accreditation)			
CLASS 4 – How we make decisions.			
Timetable of meetings (Council and Committee).	Email	Website	Hard Copy
Agendas of meetings.	Email	Website	Hard Copy
Minutes of meetings.	Email	Website	Hard Copy
Reports presented to Council for meetings (excluding CONFIDENTIAL reports).	Email	Website	Hard Copy
Responses to consultation papers.	Email		Hard Copy
Responses to planning applications.	Email	Website	Hard Copy
CLASS 5 – Policies and procedures			
Core Documents – Standing Orders, Councillor Code of Conduct, Financial Regulations, Publication Scheme.	Email	Website	Hard Copy
Committee Terms of Reference.	Email	Website	Hard Copy
Delegated Authority in terms of Officers.	Email	Website	Hard Copy
Policy and Policy Statements.	Email	Website	Hard Copy
CLASS 6 – Lists and registers			
Asset register.	Email	Website	Hard Copy
Register of Member’s interests.	Email	Website	Hard Copy

Register of Gifts and Hospitality.	Email	Website	Hard Copy
Register of Member's attendance at Full Council meetings.	Email	Website	Hard Copy
CLASS 7 – The services we offer.			
Allotments.	Email	Website	Hard Copy
Cemetery.	Email	Website	Hard Copy
Town Hall.	Email	Website	Hard Copy
St Andrew's Car Park.	Email	Website	Hard Copy
Seating, litter bins and other street furniture.	Email	Website	Hard Copy
Bus shelters.	Email	Website	Hard Copy
A summary of the services for which the Council is entitled to recover a fee together with those fees (e.g. Allotment rents, cemetery fees, Town Hall hire charges and market pitch fees).	Email	Website	Hard Copy

ADDITIONAL INFORMATION

Contact details: Dan Ledger (Town Clerk)

Telephone: 01884 38249

Email Address: town.clerk@cullomptontowncouncil.gov.uk

SCHEDULE OF CHARGES

All information is available in paper form on application. However, disbursement costs will be charged as follows:

- Photocopying and printing - £0.05 per A4 sheet (monochrome).
- Photocopying and printing - £0.20 per A4 sheet (colour).
- Postage and packaging – Actual cost of packaging and Royal Mail 2nd Class postage.