



URCHFONTS PARISH COUNCIL PUBLICATION SCHEME

This Publication Scheme is based on a model scheme recommended by the Government Information Commissioner in 2008 and has been adopted by Urchfont Parish Council with only minor variations. It will be valid until further notice. The scheme commits Urchfont Parish 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 Urchfont Parish Council.

The scheme commits Urchfont Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Urchfont Parish Council and falls within the classifications below.
- To specify the information held by Urchfont Parish Council which 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 Urchfont Parish Council 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.

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, contracts and annual audit.
- 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 and minutes.
- 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 Urchfont Parish Council.
- 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.

Method by which information published via this scheme will be made available

Urchfont Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained - see Appendix I. Where it is within the capability of Urchfont Parish Council, information will be provided on the Parish Council and Community Website www.urchfont-pc.gov.uk. 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, Urchfont Parish Council 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 Urchfont Parish Council 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 Urchfont Parish Council 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. 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 Urchfont Parish Council 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 I to Publication Scheme Policy

Information available from Urchfont Parish Council under the Freedom of Information - Model Publication Scheme

The Parish Council adopted the Publication Scheme in September 2009; it commits the Council to make information available to the public as part of its normal business activities. Additional information may be added from time to time. The following details the information that is currently available, where it can be obtained and at what cost:

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free Viewing Free
Contact details for Parish Clerk and Council members	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free Viewing Free
Information about what we do	Website / electronic copy Leaflet – Contact Clerk	Free Free
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 – excludes commercially sensitive information)		
Annual return form and report by auditor – limited to last financial year	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Finalised budget	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Precept Request – limited to last financial year	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Financial Regulations / Financial Risk Assessment	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Bank Statements – limited to the last financial year	Hard Copy – Contact Clerk	10p per sheet
Grants given and received	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, inspections and reviews)		
Annual Report to Parish	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Committee Work Programmes	Electronic copy - Contact Clerk Hard Copy – Contact Clerk	Free 10p per sheet
Public consultation/briefing meetings, consultation survey analysis and key community issue updates	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Neighbourhood Development Plan updates	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Class 4 – How we make decisions		

(Decision making processes and records of decisions)		
Timetable of meetings (Council, Committee meetings and parish meetings)	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free 10p per sheet
Agendas of meetings (as above)	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free Free
Minutes of meetings (as above) – note: this will exclude information that is properly regarded as private to the meeting where the public have been properly excluded under Standing Order procedure.	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free 10p per sheet
Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Responses to consultation papers	Hard Copy – Contact Clerk	10p per sheet
Responses to planning applications	Website / electronic copy Wiltshire Council Website Hard Copy – Contact Clerk	Free Free 10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business Policy documents (including Accounts & Audit, Finance, H&S, Publication Scheme, Equal Opportunities, Crime & Disorder, Emergency Planning, Planning, Biodiversity, Community Engagement, Training) Procedural Standing Orders Committee terms of reference Code of Conduct	Website / electronic copy Hard Copies – Contact Clerk	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff (including job descriptions but excluding personal information). Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / electronic copy Hard Copies – Contact Clerk	Free 10p per sheet
Schedule of charges (for the publication of information)	Website / electronic copy Parish Notice Boards Hard Copy – Contact Clerk	Free Free Viewing 10p per sheet
Class 6 – Lists and Registers (Any information we are currently legally required to hold in publicly available registers)		
Any publicly available register or list including burial records	Inspection by appointment – Contact Clerk	Free
Assets Register	Hard Copy – Contact Clerk	10p per sheet
Risk register	Hard Copy – Contact Clerk	10p per sheet
Register of members' interests	Website / electronic copy Wiltshire Council Website Hard Copy – Contact Clerk	Free Free 10p per sheet
Burials Register	By Appointment Only – Contact Clerk	Free

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 / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Burial grounds	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Playing fields and recreational facilities	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Farmers Field, Pond Green, The Green	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Seating, litter bins, memorials and lighting	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
Amenity Skips and Chipper	Website / electronic copy Hard Copy – Contact Clerk	Free 10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees, tennis court rents)	Hard Copy – Contact Clerk	10p per sheet

To request information or advice on this Scheme please telephone, email or write to:

Bob Lunn, Clerk to the Council, 14 Walnut Close, Urchfont, Devizes, SN10 4RU
Tel. 01380 848737 Email: clerk@urchfont-pc.gov.uk Website: www.urchfont-pc.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost of paper and copying
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation, if applicable.
Research / Analysis / Retrieval	Where an acceptable request requires significant research, analysis or retrieval of documents from archives or elsewhere.	A fee quote for the work covering man-hours, analysis, document retrieval, travel etc. will be provided in advance of any work commencement, if accepted then the work will be undertaken on receipt of the quoted fee.