

ILMINSTER TOWN COUNCIL



PUBLICATION SCHEME - FREEDOM OF INFORMATION ACT 2000

The Town Council, in common with other public bodies, makes information on its activities available to the public under the terms of the Freedom of information Act 2000.

In summary, requests for information need to be made in writing and the Council has a period of 20 working days to respond. Those terms continue to apply in general.

In order to simplify the process, the Information Commissioner has now approved a Model Publication Scheme which commits an authority to make more routine information available to the public as part of normal business activities. Outlined below is a list of such information identified in the Model Publication Scheme which Ilminster Town Council has available routinely and can provide access to upon request.

In practice, other additional information may be equally accessible although technically it falls under the main terms of the Freedom of Information Act.

The Town Clerk would be pleased to assist any member of the public seeking information from the Town Council and to advise on how this can best be achieved.

Contact details, times of opening and scale of charges are included below.

Contact:	Town Clerk
Address:	Ilminster Town Council Old Magistrates Court East Street Ilminster TA19 0AJ
Telephone:	01460 52149
e-mail:	town.council@ilminster.gov.uk
Opening Times:	11am to 2pm Monday to Friday (or by appointment)
Website	www.ilminster.gov.uk

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 5p per sheet (black and white)	Actual Cost
	Photocopying @ 10p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory fee		In accordance with the relevant legislation
Other	Burial Search Fee per hour	£41 Parishioners
		£83 Non Parishioners

ILMINSTER TOWN COUNCIL

Publication Scheme Reviewed By the Town Council 16 July 2024

INFORMATION HELD	How the information can be obtained
<u>Class 1 - Who we are and what we do</u> – current information only (<i>Organisational information, structures, locations and contacts</i>)	
Who's Who on the Council and its Committees	Town Council Website / Hard copy
Contact details for Town Clerk and Council members (named contacts, telephone numbers and/or email addresses)	Town Council website / Hard copy
Location of Council office and accessibility	Town Council website / Hard copy
Staffing structure	Hard copy
Council policies	Town Council website / Hard copy
<u>Class 2 – What we spend and how we spend it</u> – current and previous financial year. (<i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</i>)	
Annual return form and report by auditor	Town Council website / Hard copy
Finalised budget and Precept	Town Council website / Hard copy
Income and Expenditure Reports as part of Committee and Full Council reports	Town Council website / Hard copy
Financial Regulations	Town Council website / Hard copy
Grants given and received	Town Council website / Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Town Council website / Hard copy
<u>Class 3 – What our priorities are and how we are doing</u> Current and previous year (<i>Strategies and plans, performance indicators, audits, inspections and reviews</i>)	
Annual Report to Parish or Community Meeting (current and previous year)	Town Council website / Hard copy

ILMINSTER TOWN COUNCIL

Ilminster Town Council's Current Strategic Plan	Town Council Website / Hard copy
Ilminster Town Council's Community Plan	Town Council Website / Hard copy
<u>Class 4 – How we make decisions</u> – current and previous council year <i>(Decision making processes and records of decisions)</i>	
Standing Orders	Town Council Website / Hard copy
Calendar of meetings	Town Council Website / Hard copy
Agendas of meetings	Town Council Website / Hard copy
Minutes of meetings NB this will exclude information that is properly regarded as private to the meeting	Town Council Website / Hard copy
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting	Town Council Website / Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications <i>NB: these are usually found in the documents relating to the Planning, Highways and Transport Committee</i>	Town Council Website / Hard copy Hard copy
Bye-laws	Town Council Website / Hard copy
<u>Class 5 – Our policies and procedures</u> – current information only <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	
<u>Policies and procedures for the conduct of Council business:</u> Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Any such policies that are, from time to time, adopted	Town Council Website / Hard copy
<u>Policies and procedures for the provision of services and about the employment of staff:</u> Health and safety policy Recruitment policies Equality and Diversity Policy Policies and procedures for handling requests for information Complaints procedures	Town Council website / hard copy Town Council website / hard copy Town Council website / hard copy

ILMINSTER TOWN COUNCIL

Schedule of charges	Town Council website / hard copy
Data Protection Policies	Town Council website / hard copy
<u>Class 6 – Lists and Registers</u> - currently maintained lists and registers only	
Assets Register	Hard copy
Register of Members' interests	Held by Somerset Council
Register of gifts and hospitality	Hard copy
<u>Class 7 – The services we offer</u> – current information only <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>	
Burial grounds and memorials (including fees)	Town Council website / hard copy
Schedule of Charges	Hard copy
Market	Town Council website / hard copy
Play parks (Winterhay, West Crescent, Recreation Ground)	Town Council website / hard copy
Media releases	Town Council website / hard copy
Summary of services provided	Town Council website

To be reviewed September 2025