



## **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<br>Old Magistrates Court<br>East Street<br>Ilminster<br>TA19 0AJ |
| Telephone:     | 01460 52149   |
| e-mail:        | <a href="mailto:town.council@ilminster.gov.uk">town.council@ilminster.gov.uk</a>        |
| Opening Times: | 11am to 2pm Monday to Friday (or by appointment)  |
| Website:       | <a href="http://www.ilminster.gov.uk">www.ilminster.gov.uk</a>                          |

# ILMINSTER TOWN COUNCIL

## 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 <sup>nd</sup> class |
| Statutory fee     |   | In accordance with the relevant legislation              |
| Other             | Burial Search Fee per hour                    | £41 Parishioners   |
|                   |   | £83 Non Parishioners                                     |

## Publication Scheme Reviewed By the Town Council 18 March 2025

| INFORMATION HELD   | How the information can be obtained |
|--|-------------------------------------|
| <b><u>Class 1 - Who we are and what we do</u></b> – 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    |
|  |                                     |
| <b><u>Class 2 – What we spend and how we spend it</u></b> – current and previous financial year.<br>( <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    |

## ILMINSTER TOWN COUNCIL

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| Schedule of Payments Reports as part of Full Council reports – includes all items of expenditure above £100.00                                       | 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           |
|  |  |
| <b><u>Class 3 – What our priorities are and how we are doing</u></b>   |  |
| Current and previous year<br><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           |
| Iminster Town Council's Current Strategic Plan   | Town Council Website / Hard copy           |
| Iminster Town Council's Community Plan   | Town Council Website / Hard copy           |
| <b><u>Class 4 – How we make decisions</u></b> – current and previous council year<br><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<br><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           |
|  |  |

## ILMINSTER TOWN COUNCIL

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| <b><u>Class 5 – Our policies and procedures</u></b> – current information only<br>( <i>Current written protocols, policies and procedures for delivering our services and responsibilities</i> )  |  |
| <b><u>Policies and procedures for the conduct of Council business:</u></b><br>Standing Orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Any such policies that are, from time to time, adopted            | Town Council Website / Hard copy   |
| <b><u>Policies and procedures for the provision of services and about the employment of staff:</u></b><br>Health and safety policy<br>Recruitment policies<br>Equality and Diversity Policy<br>Policies and procedures for handling requests for information<br>Complaints procedures | Town Council website / hard copy<br>Town Council website / hard copy<br>Town Council website / hard copy |
|   |  |
| Schedule of charges   | Town Council website / hard copy   |
| Data Protection Policies  | Town Council website / hard copy   |
|   |  |
| <b><u>Class 6 – Lists and Registers</u></b> - 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  |
|   |  |
| <b><u>Class 7 – The services we offer</u></b> – current information only<br>( <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   |

**ILMINSTER TOWN COUNCIL**

|  |                                  |
|--|----------------------------------|
| 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