

**ILMINSTER TOWN COUNCIL**

**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: Miss Joy Norris – Town Clerk

Address: Ilminster Town Council  
Council Offices  
North Street  
Ilminster  
TA19 0DG

Telephone: 01460 52149  
Fax: 01460 55642  
e-mail: [town.council@ilminster.gov.uk](mailto:town.council@ilminster.gov.uk)

Opening Times: 10 am to 12 pm Monday to Friday (or by appointment)

Website: [www.ilminster.gov.uk](http://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 <sup>nd</sup> class |
| Statutory fee     |   | In accordance with the relevant legislation              |
| Other             | Burial Search Fee                             | £17 Parishioners   |
|                   |   | £34 Non Parishioners                                     |

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## Publication Scheme Approved By the Town Council 19 August 2014

| <b>INFORMATION HELD</b>  | <b>How the information can be obtained</b> |
|--|--|
| <b><u>Class 1 - Who we are and what we do</u></b> – current information only<br>( <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 Parish Clerk and Council members (named contacts, telephone numbers and email addresses)   | Town Council website / Hard copy           |
| Location of Council office and accessibility   | Town Council website / Hard copy           |
| Staffing structure   | 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   | Hard copy                                  |
| Finalised budget   | Hard copy                                  |
| Precept  | Hard copy                                  |
| Financial Standing Orders and Regulations  | Town Council website / Hard copy           |
| Grants given and received  | Hard copy                                  |
| List of current contracts awarded and value of contract  | Hard copy                                  |
| Members' allowances and expenses   | Hard copy                                  |
|  |  |
| <b><u>Class 3 – What our priorities are and how we are doing</u></b><br>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)   | 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> )   |  |
| Timetable 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           |

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| 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   |
|  |  |
| <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>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   | Town Council Website / Hard copy   |
| <b><u>Policies and procedures for the provision of services and about the employment of staff:</u></b><br>Internal instructions relating to the delivery of services<br>Health and safety policy<br>Recruitment policies<br><br>Policies and procedures for handling requests for information<br><br>Complaints procedures | Hard copy<br>Hard copy<br>Town Council website / hard copy<br>Town Council website / hard copy<br>Town Council website / hard copy |
| Records management policies  | Hard copy  |
| Schedule of charges  | Town Council website / hard copy   |
|  |  |
| <b><u>Class 6 – Lists and Registers</u></b> - currently maintained lists and registers only  |  |
| Assets Register  | Hard copy  |
| Disclosure log   | Town Council website / hard copy   |
| Register of members' interests   | Held by South Somerset District 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>  |  |

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|---|----------------------------------|
| Burial grounds and memorials (including fees) | Town Council website / hard copy |
| Closed churchyards                            | Hard copy                        |
| Fees  | Hard copy                        |
| Market  | Town Council website / hard copy |