

**Publication Scheme
Town Council 19 September 2017**

RECOMMENDED

- (1) That the Town Council's Strategic Plan is included in Class 3**
- (2) That the Burial Search fees are updated to reflect the current charges**
- (3) That the Publication Scheme is reviewed in 3 years unless a change in legislation or best practice necessitates an earlier review.**

Introduction

- 1. The Information Commissioner (ICO) has a model publication scheme for Town and Parish Councils to assist them with meeting their duties to publish information as required by the Freedom of Information Act 2000.
- 2. The model scheme sets out the classes of information and is the minimum standard for a local council to publish (where it holds the information)
- 3. The Town Council approved the current publication scheme on 19 August 2014, a copy is attached as an appendix to this report.

Background Information

- 4. The Town Council's current scheme has been checked for compliance against the model scheme and the template available on the Information Commissioners website.
- 5. The recommended changes to the current Publication Scheme reflect changes to the Town Council's documents and charges.

Contact for Further Information: The Town Clerk: Tel 01460 52149 or email town.council@ilminster.gov.uk

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Background papers: ICO Model Publication Scheme
ICO Template Guide