



PADSTOW TOWN COUNCIL FREEDOM OF INFORMATION ACT MODEL PUBLICIATION SCHEME

POLICY/PROTOCOL/PROCEDURE			
Version	V2.1 FINAL	Comments	
Approval Date	13 May 2025	Responsible Officer	TC
Committee	FGP	Approval by	Full Council

VERSION HISTORY		
Date	Version	Comments
May 2022	V2	Placed into updated template.
May 2025	V2.1 Draft for approval	Reviewed by Town Clerk, no changes to main document. Appendix updated.
13 May 2025	V2.1 FINAL	Accepted and Adopted by Council

REVIEW RECORD		
Date Review initiated	Review undertaken by i.e. officer/ Cttee/Council	Summary of any recommended updates/changes to be made

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Padstow Town Council.

This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and 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 the authority makes available under the 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term "dataset" is defined in section 11(5) of the Freedom of Information Act. The term "relevant copyright work" is defined in section 19(8) of the act.

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 and contracts.

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.

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 the authority.

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.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. 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, a public authority 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 an authority 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 the authority 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B

of the Freedom of Information Act, or with other statutory powers of the public authority.

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 a public authority 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.

PADSTOW TOWN COUNCIL

Council Offices Station House

Padstow

Cornwall, PL28 8DA

Tel: 01841 532296

Email: enquiries@padstow-tc.gov.uk

Website: www.padstow-tc.gov.uk

APPENDIX

Information available from Padstow Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) <u>Current information only</u>	Website Email Hard copy	Free Free 10p/sheet
List of Council members and their responsibilities as well as list of Council Committees Details of any representation on local public bodies	Website Email Hard Copy	Free Free 10p/sheet
Postal and email address Contact details for Town Clerk and Council members	Website Email Hard Copy	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Email Hard Copy	Free Free 10p/sheet
Organisational Chart (staffing structure)	Website Email Hard Copy	Free Free 10p/sheet

<p>Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p><u>Current and previous financial year as a minimum</u></p>	Website, email or hard copy	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Email Hard Copy	Free Free 10p/sheet
Finalised budget	Email Hardcopy	Free 10p/sheet
Precept	Not Held (nil set)	N/A
Borrowing Approval letter	Not Held (N/A)	N/A
All items of expenditure above £500 (net of VAT)	Website Email Hard Copy	Free Email Hard copy
Financial Standing Orders and Regulations	Website Email Hard Copy	Free Free 10p/sheet
Grants given and received	Email Hard Copy	Free 10p/sheet
List of current contracts awarded and value of contract	Website Email Hard Copy	Free Free 10p/sheet
Members’ allowances and expenses NB: Members allowance Nil	Email Hard Copy (expenses only)	Free 10p/sheet

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) <u>Current and previous year as a minimum</u></p>	Website, email or hard copy	
Council Business Plan (Parish Plan)	Website Email Hard Copy	Free Free 10p/sheet
Annual Report to Parish or Community Meeting (<i>provided at Annual Town Meeting with minutes</i>)	Website Email Hard Copy	Free Free 10p/sheet
Quality status	Not held	N/A
Local charters drawn up in accordance with DCLG guidelines	Not held	N/A
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) <u>Current and previous council year as a minimum</u></p>	Website, email or hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Email Hard Copy	Free Free 10p/sheet
Agendas of meetings (as above)	Website Email Hard Copy	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Email Hard Copy	Free Free 10p/sheet

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Email Hard Copy	Free Free 10p/sheet
Responses to consultation papers	Email Hard Copy	Email 10p/sheet
Responses to planning applications	Email Hard Copy	Free 10p/sheet
Bylaws	Not held	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <u>Current information only</u>	Website, email or hard Copy	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Email Hard copy	Free Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment policies including any vacancies Policies and procedures for handling requests for information	Website Email Hard copy	Free Free 10p/sheet

Complaints procedures (including those covering requests for information and operating the publication scheme and handling of vexatious complainants)		
Records management, personal data and access to information policies	Website Email Hardcopy	Free Free 10p/sheet
Schedule of charges (for the publication of information)	Website Email Hard Copy	Free Free 10p/sheet
Class 6 – Lists and Registers <u>Currently maintained lists and registers only</u>	Website, email and hard copy or website; some information may only be available by inspection	
Assets Register	Website Email Hard Copy	Free Free 10p/sheet
Register of members' interests	Website Email Hard Copy	Free Free 10p/sheet
Register of gifts and hospitality	Email Hard Copy	Free 10p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <u>Current information only</u>	Hard copy or website; some information may only be available by inspection	

Allotments	Email Website Hard Copy	Free Free 10p/sheet
Burial grounds and closed churchyards	Email Website Hard Copy	Free Free 10p/sheet
Community centres and village halls	Email Website Hard Copy	Free Free 10p/sheet
Parks, playing fields and recreational facilities	Email Website Hard Copy	Free Free 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Email Website Hard Copy	Free Free 10p/sheet
Bus shelters	Email Hard Copy	Free 10p/sheet
Public conveniences	Email Website Hard Copy	Free Free 10p/sheet
Agency agreements	Email Hard Copy	Free 10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees e.g. Parking charges and season ticket charges Cemetery Fees Memorial Bench Fees	Email Website Hard Copy	Free Free 10p/sheet
Additional Information		
Information not itemised in the lists above		

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Paper, ink, electricity and resources needed
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 nd class

Contact Details:

Town Clerk
Padstow Town Council
Station House
Station Road
Padstow
Cornwall
PL28 8DA

Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
Tel: 01841 532296