

# SOUTHAM TOWN COUNCIL MODEL PUBLICATION SCHEME

This publication scheme enables the Town Council:

- To proactively publish or otherwise make available as a matter of routine information which is held by the Town Council
- To specify the information which is held by the Town Council
- 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 Town Council makes available under the scheme
- To produce and make proactively available a schedule of any fees charged by the Town Council for access to information
- To make this publication scheme available to the public

We will make the information in this definition document available unless:

- We do not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute
- The information is readily and publicly available from the Town Council website or external website. In response to requests, we will provide a link to that information
- The information is archived, out of date or otherwise inaccessible

## **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>(hard copy and/or website)</p> <p>Hard copy and Website or via Email if practicable</p>
Who's who on the Council and its Committees	Hard copy and Website
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and Website
Location of main Council office and accessibility details	Hard copy and Website
Staffing structure	Hard copy and Website
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p>Hard copy and Website</p>
Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy
Precept	Hard copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy and Website
Members' allowances	Hard copy
Members' expenses	Hard copy

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	Hard copy and Website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and Website
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Current and previous council year as a minimum	Hard copy and Website
Timetable of meetings (Council)	Hard copy and Website
Agendas of meetings (as above)	Hard copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hardcopy
Responses to planning applications	Hard copy and Website
Bye-laws	Hard copy and Website
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	Hard copy
Policies and procedures for the conduct of council business: Procedural standing orders	Hard copy and Website
Committee and sub-committee terms of reference	N/A



<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy and Website
Assets register	Hard copy and Website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by town councils)	Not kept
Register of members' interests	Hard copy and Website
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Current information only	
Allotments	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	Hard copy
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A

## Contact details:

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## SCHEDULE OF CHARGES

The cost charged for photocopying is based on cost price, plus contribution towards service charge

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>
<b>Disbursement cost</b>	Photocopying @ 5.p per sheet (black & white)
	Photocopying @ 10p per sheet (colour)
	Postage – To be sent via recorded delivery, the charge will be the actual cost