

MINEHEAD TOWN COUNCIL

Publication Scheme

Including Freedom of Information



Approved: 26th March 2024

Reviewed 28th April 2026

Minute Number: 2026/63

POLICY UPDATE TIMELINE

Policy Number	Version	Owner	Date Approved	Review Date	Review Team
	V1	MTC	26 th March 2024	March 2025	Council
	V2	MTC	6 th May 2025	May 2026	Council
	V3	MTC	28 th April 2026	May 2027	Council

1. PUBLICATION SCHEME

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

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 this 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 any 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 authorized, 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.

Information available from Minehead Town Council under the model publication scheme:

Class 1 - Who we are and what we do (Organisational, information, structures, locations and contacts)

This will be current information only.

1. Who's on the Council and its committees	Website	Free
	Hard copy available from Council	20p per sheet

2. Contact details for the Parish Clerk and Council members	Website	Free
3. Location of main council office and accessibility details	Website	Free
4. Staffing Structure	Website Hard copy from Council	Free 20p per sheet

Class 2 - What we do and how we spend the budget (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

1. Current and Previous Financial Year	Hard copy available from Council	20p per sheet
2. Annual return form and report by Auditor	Website Hard copy available from Council	Free 20p per sheet
3. Finalised Budget – Current Year	Hard copy available from Council	20p per sheet
4. Precept	Hard copy available from website	20p per sheet
5. Borrowing Approval Letter	n/a	
6. Financial Standing Orders and Regulations	Website Hard copy available from Council	Free 20p per sheet
7. Grants given and received	Hard copy available from Council	20p per sheet
8. List of current contracts awarded and value of contract	Website Hard copy available from Council	Free 20p per sheet
9. Members allowances and expenses	Hard copy available from Council	20p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance and indicators, audits, inspections and reviews)

1. Parish Plan	n/a	n/a
2. Annual Report to Parish or Community meeting	Website Hard copy	Free 20p per sheet
3. Quality Status	Website Hard copy available from Council	Free 20p per sheet
4. Local charters drawn up in accordance with DCLG guidelines	n/a	n/a

Class 4 – How we make decisions (Decision making processes and records of decisions)

1. Current and Previous year council year.	Website (minutes) Hard copy available from Council.	Free 20p per sheet
2. Timetable of meetings	Website	Free
3. Agendas of meetings	Website Hard copy available from Council.	Free 20p per sheet
5. Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy available from Council	20p per sheet
	Website (included in minutes)	Free
6. Responses to consultation papers	Hard copy available from council	20p per sheet
	Website	Free
7. Responses to planning applications	Hard copy available from Council	20p per sheet
8. Bye Laws	Hard copy available from Council	20p per sheet

Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) Current information only

Policies and procedures for the conduct of council business	Website Hard copy available from Council	Free 20p per sheet
1. Procedural Standing Orders	Website	Free
2. Committee and sub-committee terms of reference	Hard copy from Council	20p per sheet
3. Delegated authority in respect of officers	Hard copy available from Council	20p per sheet
4. Code of Conduct	Website Hard copy available from Council	Free 20p per sheet
5. Policy Statements	Hard copy available from Council	20p per sheet

Policies and Procedures for the provision of services and about the employment of staff

6. Internal policies relating to the delivery of services	Hard copy available from Council	20p per sheet
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7. Equality and diversity policy	Hard copy available from Council	20p per sheet
8. Health and Safety policy	Hard copy available from Council	20p per sheet
9. Recruitment policies	Hard copy available from Council	20p per sheet
10. Policies and Procedures for handling requests for information	Hard copy available from Council	20p per sheet
11. Complaints procedures (including those covering those requests for information and operating the publication scheme)	Hard copy available from Council	20p per sheet
12. Information security Policy	Hard copy available from Council	20p per sheet
13. Records Management policies (records retention, destruction and archive)	Hard copy available from Council	20p per sheet
14. Data Protection Policies	Website Hard copy available from Council	Free 20p per sheet
15. Schedule of Charges (for the publication of information)	Website Hard copy available from website	Free 20p per sheet

Class 6 – Lists and Registers- current information only. Some information may only be available by inspection.

1. Assets Register	Website Hard copy available from Council	Free 20p per sheet
2. Register of Members Interests	Website Hard copy available from Council	Free 20p per sheet
3. Register of gifts and hospitality		
4. Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy available from Council	20p per sheet

Class 7 – The Services we offer –(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) current information only.

1. Allotments	Website Hard copy available from Council	Free 20p per sheet
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2. Burial grounds and closed churchyards	Website Hard copy available from Council	Free 20p per sheet
3.Parks, playing fields and recreational facilities	Website Hard copy available from Council	Free 20p per sheet
4.Seating, litter bins, clocks, memorials and lighting	Hard copy available from Council	20p per sheet
5.Bus Shelters	N/A	N/A
6. Markets	N/A	N/A
7. Public Conveniences	Website Hard copy available from website	Free 20p per sheet
8. Community Centres and Village Halls	Website Hard copy available from Council	Free 20p per sheet
9. Agency agreements	N/A	N/A
10. Summary of services for which the council is entitled to recover a fee.	Website Hard copy available from Council	Free 20p per sheet

Contact Details

**The Town Clerk
Minehead Town Council
3 Summerland Road
Minehead
TA24 5BP**

Tel: 01643 707213

**Email: info@mineheadtowncouncil.gov.uk
www.mineheadtowncouncil.gov.uk**

Information requests in writing only or by email only.