



# Burton & Winkton Parish Council

## **PUBLICATION SCHEME**

Adopted April 2025 to be reviewed April 2026



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## **Information available from Burton & Winkton Parish Council under the model publication scheme**

### **The Freedom of Information Act 2000 requires public authorities 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.

- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme. 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- 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 reuse 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 publication scheme is organised into seven classes:**

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer.



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*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:



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- 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.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> <i>(Organisational information, locations and contacts, constitutional and legal governance) This will be current information only</i>		
Who's who on the Parish Council and its Committees	Burton & Winkton Parish Council website and hard copy	See costs schedule below
Contact details for Parish Clerk and Parish Council members	Website and hard copy	See costs schedule below
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, tendering, procurement, contracts)</i>		
Annual return form and report by auditor	Website and hard copy	See costs schedule below
Finalised budget	Hard copy	See costs schedule below
Precept	Website and hard copy	See costs schedule below
Financial Standing Orders and Regulations	Website and hard copy	See costs schedule below
Grants given and received	Hard copy	See costs schedule below
List of current contracts awarded and value of contract	Hard copy	See costs schedule below
Members' allowances and expenses	Hard copy	See costs schedule below



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<b>Class 3 – What our priorities are and how we are doing.</b> <i>(Strategy and performance information, plans, assessment, inspections and reviews)</i>		
Parish Plan	Not applicable	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website and hard copy	See costs schedule below
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions.</b> <i>(Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations)</i>		
Timetable of meetings (Council, committee meetings and parish meetings)	Website, noticeboards, and hard copy	See costs schedule below
Agendas of meetings (as above)	Website, noticeboards, and hard copy	See costs schedule below
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	See costs schedule below
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	See costs schedule below
Responses to consultation papers	Not applicable	See costs schedule below
Responses to planning applications	Email from the Parish Clerk or hard copy	See costs schedule below
Byelaws	Not applicable	



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<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols for delivering our functions and responsibilities)</i>		
Policies and procedures for the conduct of Parish Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Code of Conduct</li> </ul> Policy statements	Website and hard copy	See costs schedule below
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services.</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> </ul> Complaints procedures (including those covering requests for information and operating the publication scheme)	To be adopted within the next 6 months.	See costs schedule below
Information security policy	As above	See costs schedule below
Records management policies (records retention, destruction, and archive)	As above	See costs schedule below
Data protection policies	As above	See costs schedule below
Schedule of charges (for the publication of information)	As above	See costs schedule below



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<b>Class 6 – Lists and Registers</b> <i>(Information held in registers required by law and other lists and registers relating to the functions of the authority)</i>		
Any publicly available register or list	By appointment with the Parish Clerk	
Assets register	Hard copy	See costs schedule below
Disclosure log	By appointment with the Parish Clerk	
Register of members' interests	By appointment with the Parish Clerk	
Register of gifts and hospitality	By appointment with the Parish Clerk	
<b>Class 7 – The services we offer.</b> <i>(Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered)</i>		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Website and hard copy	
Parks, playing fields and recreational facilities	Website and hard copy	
Seating, litter bins	Asset register	
Bus shelters	Asset register	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the Parish Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> As determined by the Council		
<b>Costs Schedule</b> Most of the information is available free of charge on the Burton & Winkton parish council website. Where the document is not available online it will be supplied upon request with the following charges applicable: <ul style="list-style-type: none"> <li>• Photocopying (Black and White) – 20p per A4 sheet or (Colour) – 40p per A4 sheet</li> <li>• Postage – cost of Royal Mail standard 2nd class</li> </ul>		



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<b>Written Requests</b> 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		
<b>Contact Details</b> <b>Email:</b> <a href="mailto:burton@dorset-aptc.gov.uk">burton@dorset-aptc.gov.uk</a>  <b>Telephone:</b> 01202 470457		