FRINTON AND WALTON TOWN COUNCIL

PUBLICATION SCHEME POLICY

INFORMATION AVAILABLE TO THE PUBLIC UNDER THE PUBLICATION SCHEME

1. Introduction

A publication scheme is a framework that public authorities use to proactively publish information. It is a requirement under the Freedom of Information Act 2000 in the UK. The scheme outlines the types of information that an authority will make routinely available, how this information can be accessed, and any associated costs. The purpose of a publication scheme is to enhance transparency and accountability by making information readily available to the public without the need for specific requests.

Key Elements of a Publication Scheme:

1. **Classes of Information**: Categories of information that an authority commits to publish, such as:
    - 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
2. **Access Methods**: Details on how the public can access the information, which might include:
    - Online access via the authority's website
    - Physical copies available at the authority's office
    - Information available upon request
3. **Charges**: Information on any fees that may be charged for providing certain types of information, typically to cover costs like printing and postage.

2. Our Publication Policy

The Town Council commits to making the following information available and explains how the information may be accessed. Sometimes, where justified by the volume of printing/paper required in responding to a request, charges may be applicable for providing the information in that format and to cover postage costs. We will always notify you of any charges before we proceed with a request for information.

When information is requested that isn't accessible via the Publication Scheme, this becomes either a Freedom of Information Request (FOI) or a Subject Access Request for which we have separate policies explaining how such requests will be handled.

Information to be published	**How the information can be obtained**	
	Hard Copy	**Website**
Class 1 – Who we are and what we do		
Who is on the Council	Yes	Yes
Contact Details	Yes	Yes
Constitution	Yes	Yes
Policies	Yes	Yes
Staffing Structure	Yes	No
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Yes	Yes
Annual budget	Yes	Yes
Precept	Yes	Yes
Standing Orders and Financial Regulations	Yes	Yes
Grants given and received	Yes	Yes – via Mayor's Annual Report
Current contracts (over £3000)	Yes	No
Members Allowances	Yes	No
Class 3 – What our priorities are and how we are doing		
Annual Report	Yes	Yes
Internal Audit Reports	Yes	No
External Audit Reports	Yes	Yes
Class 4 – How we make decisions		
Meetings timetable	Yes	Yes
Agendas	Yes	Yes
Minutes of meetings	Yes	Yes
Reports to meetings	Yes	Yes (unless categorised as exempt for sharing with the public)
Responses to planning applications	Yes	Yes (via Minutes)
Responses to consultations	Yes	Yes (via Minutes)
Class 5 – Our policies and procedures		
All policies	Yes	Yes

Class 6 – Lists and registers		
Asset register	Yes	Yes
Members interests	Yes	Yes
Class 7 – The services we offer		
Community centre – The Columbine	Yes	Yes
Allotments	Yes	Yes
Playing areas	Yes	Yes
Toilets	Yes	Yes
Bus & Beach shelters	Yes	Yes
Beach Huts	Yes	Yes
Memorial Benches	Yes	Yes
Gardens – The Spinney	Yes	Yes
Gardens – Agar Road	Yes	Yes
Post Office – The Triangle	Yes	Yes

Policy agreed by: Full Council

Meeting Date: 21.11.2024

Review Frequency: Three Yearly

Next Review Due: November 2027