



## **Publication Scheme**

**Adopted 1<sup>st</sup> July 2025 Minute 73.25a**

## **Tisbury Parish Council's Publication Scheme**

This publication scheme commits Tisbury Parish Council 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 held by the authority.

### **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.
- Produce and publish the methods by which the specific information is made routinely available.
- 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 available.
- Make this publication scheme available to the public.

### **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

### **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 which is no longer readily available as it is contained in files placed in archive storage or is difficult to access.

### **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

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	Information obtained from	Cost*
<b>Class 1 - Who we are and what we do</b> (Organisational information, locations and contacts, constitutional and legal governance)		
Who's who on the Council and its Committees	Website / hardcopy	Free*
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / hardcopy	Free*
Location of main Council office and accessibility details	Website / hardcopy / noticeboard	Free*
Staffing structure	Website / hardcopy	Free*
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.)		
Annual return form and report by auditor	Website / hardcopy / noticeboard	Free*
Finalised budget	Website / hardcopy	Free*
Precept	Website / hardcopy	Free*
Borrowing Approval letter	Not applicable	

Information to be published	Information obtained from	Cost*
Financial Standing Orders and Regulations	Website / hardcopy	Free*
Grants given and received	Website / hardcopy	Free*
List of current contracts awarded and value of contract	Website / hardcopy	Free*
Members' allowances and expenses	Not applicable	Free*
<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategy and performance information, plans, assessments, inspections and reviews)</i>		
Parish Plan	Not applicable	Free*
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hardcopy	Free*
Quality status	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 and parish meetings)	Website / hardcopy	Free*
Agendas of meetings (as above)	Website / noticeboard (current) / hardcopy	Free*
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hardcopy	Free*
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hardcopy	Free*
Responses to consultation papers	Website/hardcopy	Free*
Responses to planning applications	Website / hardcopy	Free*
Bye-laws	Not applicable	
<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 council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website / hardcopy	Free*
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> </ul>		

Information to be published	Information obtained from	Cost*
<ul style="list-style-type: none"> <li>Health and safety policy</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website / hardcopy	Free*
Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)	Website / hardcopy	Free*
<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 Assets register Disclosure log	By appointment at the Parish Council Offices	Free*
Register of members' interests	Wiltshire Council Website /hardcopy	Free*
<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	Website / hardcopy	Free*
Burial grounds <i>(Joint Burial Committee with West Tisbury Parish Council)</i>	Website / hardcopy	Free*
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website / hardcopy	Free*
Seating, litter bins, clocks, memorials and lighting	Website / hardcopy	Free*
Bus shelters / Markets	Not applicable	Free*
Public conveniences	Website / hardcopy	Free*
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	Free*
<b>Additional Information</b>		
As determined by the Council	Website / hardcopy	Free*

\*Most of the information is available free of charge on our website. Where the document is not available online, one hard copy will be supplied free of charge on request. Below are our standard charges for printing and posting:

- Photocopying (Black and White) – 10p per A4 sheet or (Colour) – 20p per A4 sheet
- Postage – cost of Royal Mail standard 2nd class

**Written requests**

Information held by a public authority which is not published under this scheme can be requested in writing via post or email, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**Contact Details**

Email	<a href="mailto:tisburypc@tisbury-wiltshire-pc.gov.uk">tisburypc@tisbury-wiltshire-pc.gov.uk</a>
Telephone	01747 260088 / 07453 969909
Address	The Reading Room, High Street, Tisbury, SP3 6LD