



**Chilton Town Council**

# **PUBLICATION SCHEME**

<b>DOCUMENT CONTROL</b>	
Version Number	V1-2024
To be reviewed	27 May 2025
Next Review	End of May 2027

## 1. Introduction

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 Chilton Town 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 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 that Act.

## 2. Classes of information

Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>Details available on the Town Council website <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a></p> <p>Information not available on the website can be requested from:</p> <p>Town Clerk Chilton Town Council Hutton House Durham Road Chilton County Durham, DL17 0HE</p> <p>Tel: 01388 721788 Email: <a href="mailto:townclerk@chiltondurham-tc.gov.uk">townclerk@chiltondurham-tc.gov.uk</a></p>

Information to be published	How the information can be obtained
Who's who on the Council and its Committees	As above
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address)	As above
Location of main Council office and accessibility details	As above
Staffing structure	As above
<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)  Current and previous financial year as a minimum	Details available on the Town Council website <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a>  Information not available on the website is available as a hard copy from the Town Council Office upon request
Annual return form and report by auditor	Annual return available on Town Council website at <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a>  Report by auditor available as a hard copy from the Town Council Office upon request.
Finalised budget	Available as a hard copy from the Town Council Office upon request
Precept	Available as a hard copy from the Town Council Office upon request
Standing Orders and Financial Regulations	Available on the Town Council website at <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a> or as a hard copy from the Town Council Office upon request
Grants given and received	Available as a hard copy from the Town Council Office upon request
List of current contracts awarded and value of contract	Available as a hard copy from the Town Council Office upon request
Members' allowances and expenses	Available as a hard copy from the Town Council Office upon request
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Copies of agendas and minutes of full Council and committee meetings are available on the Town Council website <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a> Information not available on the website is available as a hard copy from the Town Council Office upon request
Community Plan (current and previous year as a minimum)	Not applicable at present
Annual Report (current and previous year as a minimum)	Available on the Town Council website <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a> Available as a hard copy from the Town Council Office upon request

Information to be published	How the information can be obtained
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Details available in minutes of full Council and committee meetings on the Town Council website  <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a></p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and community meetings)</p>	<p>Details available on the Town Council website  <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a></p>
<p>Agendas of meetings (as above)</p>	<p>Details available on the Town Council website  <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a></p>
<p>Minutes of meetings (as above) – Please note this will exclude information that is confidential and not available to the public.</p>	<p>Details available on the Town Council website  <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a></p>
<p>Reports presented to council meetings – Please note this will exclude information that is confidential and not available to the public.</p>	<p>Available as a hard copy from the Town Council Office upon request</p>
<p>Responses to consultation papers</p>	<p>N/A at present</p>
<p>Responses to planning applications</p>	<p>Details available on the Town Council website when applicable. <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a></p>
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Details available on the Town Council website  <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a></p> <p>Information not available on the website is available as a hard copy from the Town Council Office upon request</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Standing Orders            Committee and sub-committee terms of reference            Scheme of Delegation            Code of Conduct Policy</p>	<p>Details available on the Town Council website  <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a></p> <p>Information not available on the website is available as a hard copy from the Town Council Office upon request</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</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>	<p>Details available on the Town Council website  <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a></p>

Information to be published	How the information can be obtained
Information security: <ul style="list-style-type: none"> <li>Data Protection Policy</li> <li>Privacy Notices</li> <li>Retention and Destruction of Documents Policy</li> </ul>	Details available on the Town Council website <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a> Information not available on the website is available as a hard copy from the Town Council Office upon request
Schedule of charges (for the publication of information)	Details available on the Town Council website <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a>  Information not available on the website is available as a hard copy from the Town Council Office upon request
<b>Class 6 – Lists and Registers</b>	Available in hard copy for inspection from the Town Clerk at the Council Office.
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)	If highlighted by a resident any document not listed then available in hard copy for inspection from the Town Clerk at the Council Office.
Assets register	Available in hard copy for inspection from the Town Clerk at the Council Office.
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice)	Available in hard copy for inspection from the Town Clerk at the Council Office.
Register of members' interests	Available as a link from Town Council website to Durham County Council website: <a href="#">Chilton Town Council - Durham County Council</a>
Register of gifts and hospitality	Available in hard copy for inspection from the Town Clerk at the Council Office.
<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)	Details of the services provided by the Town Council and any applicable charges are available on the Town Council website: <a href="https://chiltondurham-tc.gov.uk">https://chiltondurham-tc.gov.uk</a>
Current information only	Available in hard copy for inspection from the Town Clerk at the Council Office.
Allotments	As above
Cemetery Information	As above
Parks, playing fields and recreational facilities	As above
Seating, litter bins, clocks, memorials and lighting	As above
Bus shelters	As above
Public conveniences	Not applicable at present time
Agency agreements	As above
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	As above – relating to relevant services
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	If highlighted by a resident any document not listed then available in hard copy for inspection from the Town Clerk at the Council Office.

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.

### **3. 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.

### **4. 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 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.

## 5. Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 2p per sheet (black & white) A4	Actual cost
	Photocopying @ 5p per sheet (Colour) A4	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		None
<b>Other</b>		Time of the Clerk for bulk requests

## 6. 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 and our Freedom of Information Policy.