



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

FREEDOM OF INFORMATION ACT 2000

MODEL PUBLICATION 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 Gillingham Town Council for routinely published material will be justified and transparent and kept to a minimum.

Paper copies are available and will be printed in black and white, single sided at a cost of 10p per sheet.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard Copy and Website
Who's who on the Council and its Committees	Hard Copy and Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy and Website
Location of main Council office and accessibility details	Hard Copy and Website
Staffing structure	Hard Copy and Website
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard Copy and Website
Annual return form and report by auditor	Hard Copy
Finalised budget	Hard Copy and Website
Precept	Hard Copy
Borrowing Approval letter	Hard Copy
Financial Standing Orders and Regulations	Hard Copy and Website
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Hard Copy

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard copy and Website
Neighbourhood Plan	Hard Copy and Website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy and Website
Local charters drawn up in accordance with DCLG guidelines	Hard Copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy and Website
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy and Website
Agendas of meetings (as above)	Hard Copy and Website
Minutes of meetings (as above). Note: this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website
Reports presented to council meetings. Note: this will exclude information that is properly regarded as private to the meeting.	Hard Copy and Website
Responses to consultation papers	Hard Copy
Responses to planning applications	Hard Copy and Website
By-laws	Hard Copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy and Website
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy and Website
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Hard Copy Hard Copy Hard Copy and Website Hard Copy and Website Hard Copy and Website Hard Copy Hard Copy and Website Hard Copy and Website
Information security policy	Hard Copy
Records management policies (records retention, destruction and archive)	Hard Copy
Data protection policies	Hard Copy and Website
Schedule of charges (for the publication of information)	Hard Copy and Website

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy and Website (some information may only be available by inspection)
Any publicly available register or list	Hard Copy
Assets register	Hard Copy
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
Register of members' interests	Hard Copy and Website
Register of gifts and hospitality	Hard Copy
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	Hard copy and Website (some information may only be available by inspection)
Allotments	Hard Copy and Website
Burial grounds and closed churchyards	Hard Copy and Website
Parks, playing fields and recreational facilities	Hard Copy and Website
Seating, litter bins, clocks, memorials and lighting	Hard Copy
Bus shelters	Hard Copy
Public conveniences	Hard Copy
Agency agreements	Hard Copy
Services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	Hard Copy

Contact Details:

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School Road
Gillingham
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SP8 4QR

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Email: gtc@gillinghamdorset-tc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying A4 @ 10p per sheet single sided black and white	Actual cost *
	Photocopying A4 @ 15p per double-sided black and white	Actual cost *
	Photocopying A4 @ 50p per sheet single sided colour	Actual cost *
	Photocopying A4 @ 95p per double-sided colour	Actual cost *
	Postage	Actual cost (Royal Mail)

* the actual cost incurred by the public authority

A requester may ask for any information that is held by a public authority. However, this does not mean we are always obliged to provide the information. In some cases, there will be a good reason why we should not make public some, or all, of the information requested.

We can refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request (£450 or >18 hours staff time).
- The request is vexatious.
- The request repeats a previous request from the same person.

In addition, the Freedom of Information Act contains a number of exemptions that allow us to withhold information from a requester.

Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.

There is also an exemption for personal data if releasing it would be contrary to the Data Protection Act.

We can automatically withhold information because an exemption applies only if the exemption is 'absolute'. This may be, for example, information we receive from the security services which is covered by an absolute exemption. However, most exemptions are not absolute but require us to apply a public interest test. This means we must consider the public interest arguments before deciding whether to disclose the information. So we may have to disclose information, in spite of an exemption where it is in the public interest to do so.

If we are refusing all or any part of a request, we will send the requester a written refusal notice.

Review

This Freedom of information, Model Publication, was reviewed by the Finance and Policy Committee on 18th September 2023, minute no. 688d and ratified by Full Council on 25th September 2023.

Reviews will be carried out annually or when there are changes to current legislation, whichever is the sooner.

Signed by

The Mayor of Gillingham:

Date: