

Freedom of Information Act 2000

Guide to Information provided by Parish/Community Councils under the model publication scheme

This template guide is written for the use of Parish and Community Councils.

It gives examples of the kind of information the Information Commissioner's Office (ICO) would expect you to provide in order to meet your commitment under the model publication scheme, introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The model publication scheme commits you to 'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'.

The [model publication scheme](#) is available on the ICO website. Further details are available in ICO guidance: [Using the definition documents](#).

You must adopt the model scheme in full, unedited and promoted alongside the guide to information. You do not need to tell the ICO that you have adopted the scheme; we will assume they have done so unless we hear otherwise.

You are in breach of FOIA if you have not adopted the model scheme or are not publishing in accordance with it.

Information included in the guide to information

The template lists the information that the ICO thinks you are likely to hold and should make proactively available within each class. When completed, this will provide a list of all the information you will routinely make available, explain how it can be accessed and whether or not a charge will be made for it. You must:

- complete the relevant columns in the template guide;

- state how an applicant can obtain the specific information and if there is a cost involved;
- ensure the public can access the completed guide and the information listed in it.

The ICO expects you to make the information in this template guide available unless:

- you do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, you should provide details of where to obtain it.

This guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and you should look to provide as much information as possible on a routine basis, which must include all information that is required by statute.

This guidance now incorporates those key principles, which were not already included, from the Department for Levelling Up, Housing and Communities (DLUHC, originally known as the Department for Communities and Local Government [DCLG]), [Transparency Code for Smaller Authorities](#). The aligning of this document with this Code provides a harmonised approach to data transparency for you and avoids unnecessary duplication

Publishing datasets for re-use

As a public authority, you must publish under your publication scheme any dataset you hold that has been requested, together with any updated versions, unless you are satisfied that it is not appropriate to do so. So far as reasonably practicable, you must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and you are the only owner, you must make it available for re-use under the

terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The [2018 section 45 Code of Practice](#) recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on Datasets \(section 11, 19 & 45\)](#). This explains what is meant by "not appropriate" and "capable of re-use".

Fees and Charging

Information available through your publication scheme should be readily available at a low cost or at no cost to the public. If you do charge for this information, the ICO expects the charges to be justifiable, clear and kept to a minimum.

You can charge for activities such as printing, photocopying and postage as well as information that you are legally authorised to charge for. You must inform anyone requesting information of any charge before you provide the information. You must ask for payment before providing the information. Guidance on the ICO website provides more details about [charging for information in a publication scheme](#).

If you charge a fee for licensing the re-use of datasets, you should state in the guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if they make the datasets available for re-use under the [Open Government Licence](#).

Model Publication Scheme

The table below identifies the specific information the ICO expects you to publish under each of the seven classes of information set out in the [model publication scheme](#).

Information available from Melksham Without Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Reviewed at Finance Committee 20th May (min.30/24j) and adopted by Full Council 17th June 2024.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>List of Council members and their responsibilities as well a list of Council</p>	<p>Hard copy "Year Card" with details of the Committees that Members sit on, and the organisational representatives.</p>	<p>Free of charge</p>

<p>Committees</p> <p>Details of any representation on local public bodies</p>	<p>Published in May each year, with an update if members change throughout the year. Distributed at meetings and at counter on Reception.</p> <p>Also available on the parish council website: www.melkshamwithout-pc.gov.uk</p> <p>List of council members and their photos in the quarterly newsletter in the Melksham Independent News newspaper delivered to all residents (apart from a few residents) free of charge every fortnight (list published quarterly).</p> <p>At Annual Parish meeting a booklet is produced for the meeting which usually has about 60 attendees, with representation from local groups and organisations. The booklet has reports from the councillors as well as from other bodies, and in the booklet are lists of the councillors and the organisation representatives.</p> <p>The parish council has 13n. noticeboards that display the list of councillors, their contact details and those of the council office and meeting venue.</p>	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>All as above.</p> <p>The parish council publish the councillors' phone numbers and addresses on the hard copy versions that are displayed but NOT on the website and newsletter in the newspaper as the distribution is so much wider than just the residents of the parish. Their individual email addresses are published in those formats, and on the website there is a note in a prominent place</p>	<p>Free of charge</p>

	at the top of the home page that says: “Information on how to contact your councillor can be found on the <u>Councillors and Representatives</u> page. Their email addresses are provided, but if you wish to ring or write a letter to your councillor please contact the office on 01225 705700 or email: office@melkshamwithout-pc.gov.uk for their details.”	
Location of main Council office and accessibility details	All as above for the location. See the “Contact Us” section of the website. Accessibility details are detailed on the website, and sent by email to anyone visiting the office, with car parking arrangements and location of the lift detailed – a different version for daytime or evening meetings.	
Staffing structure	See website under “Council Officers” section for description of the Clerk which details that the Clerk line manages the two officers and two groundsmen. The Clerk is also the Responsible Financial Officer.	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a</p>	(hard copy or website)	

minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	<p>On the website in the section “Accounts, Audit and Budget”</p> <p>On the 13no. noticeboards in the parish and in the office location.</p> <p>On social media with a link to the website for more detail, and a photo of the noticeboards so that residents can make the link of where to find more information if they have seen it displayed in hard copy.</p> <p>In agenda pack on website for meetings when considered</p> <p>Hard copy available</p>	10p per A4 sheet plus postage
Finalised budget	<p>On the website in the section “Accounts, Audit and Budget”</p> <p>In agenda pack on website for meetings when considered</p> <p>Hard copy available</p> <p>NB: individual salaries redacted</p>	10p per A4 sheet plus postage
Precept	<p>On the website in the section “Accounts, Audit and Budget”</p> <p>In agenda pack on website for meetings when considered</p> <p>Press release after decision on Precept made in January which is distributed in the Melksham News, and on social media, with a</p>	10p per A4 sheet plus postage

	link to the minutes of the Finance Committee minutes when discussed in detail. Press release reposted on social media in March when council tax bills are delivered to residents.	
Borrowing Approval letter	On the website in the section "Accounts, Audit and Budget" Details of any Borrowing is a standard item in the Supporting Statement to accompany the annual Statement of Accounts.	10p per A4 sheet plus postage
All items of expenditure above £100	List of all payments included within the Full Council minutes, which are also published on the website List of payments over £500 published on website in the section "Accounts, Audit and Budget" and in the annual report that details how we meet the Transparency Code	10p per A4 sheet plus postage
Financial Standing Orders and Regulations	Available on website under "Policies" section Hard copy available	10p per A4 sheet plus postage
Grants given and received	List of all grants included within the recommendations in the Finance Committee minutes, which are also published on the website. On the website under the section "Grant Aid". From 2025 onwards, list of the grants given out at the Annual Parish meeting in the Annual Parish booklet. As the booklet is a review of the previous financial year the previous year as well as the forthcoming year's grants will be included.	10p per A4 sheet plus postage

	List of all grants included in the annual report details how we meet the Transparency Code	
List of current contracts awarded and value of contract List of purchase orders over £5,000 and Tenders	List of all contracts awarded are included in the annual report which details how we meet the Transparency Code (& Model Publication Scheme)	10p per A4 sheet plus postage
Members' allowances and expenses	Melksham Without Parish Council only pay a Chair's Allowance, and not Members' Allowances. This is detailed in the minutes when the annual sum is set (usually Finance Committee in June). Listed in the annual report which details how we meet the Transparency Code. Listed in the Supporting Statement to accompany the annual Statement of Accounts On the website, under its own "News item" on the home page The monthly payment is detailed in the list of monthly payments as the appendix of the Full Council minutes	10p per A4 sheet plus postage
Class 3 – What our priorities	(hard copy or website)	

<p>are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
<p>Annual governance statement in format included in the Annual Return form</p>	<p>On the website in the section “Accounts, Audit and Budget”</p> <p>On the 13no. noticeboards in the parish and in the office location.</p> <p>On social media with a link to the website for more detail, and a photo of the noticeboards so that residents can make the link of where to find more information if they have seen it displayed in hard copy.</p> <p>In agenda pack on website for meetings when considered</p> <p>Hard copy available</p>	<p>10p per A4 sheet plus postage</p>
<p>Parish Plan</p> <p>Neighbourhood Plan</p>	<p>The Melksham Neighbourhood Plan has replaced the parish council’s Parish Plans.</p> <p>The parish council has an adopted Neighbourhood Plan (July 2021) and a draft version of its reviewed Plan. See the latest versions under the Policies section of the Website, under Planning Policies.</p>	<p>10p per A4 sheet plus postage</p>

	<p>The Neighbourhood Plan is a joint Plan with neighbouring Melksham Town Council and has a dedicated website www.melkshamneighbourhoodplan.org.uk and a dedicated facebook page "Melksham Neighbourhood Plan".</p> <p>Details of the recent consultations at the Regulation 14 consultation stage are in the Community Consultation statement on the Neighbourhood Plan website.</p> <p>Hard copies available.</p>	
Annual Report to Parish or Community Meeting	<p>Hard copies at the Annual parish meeting and from the parish council offices.</p> <p>Dedicated page to the Annual Parish on the website, where the reports are available; with link from social media.</p> <p>Older copies are stored at the Wiltshire & Swindon History Centre, Cocklebury Road, Chippenham, Wiltshire, SN15 3QN. Tel: 01249 705500 Website: wshc.org.uk</p>	Free of charge
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact	Not applicable	

Assessments etc), as appropriate and relevant		
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<p>Hard copy “Year Card” Distributed at meetings and at counter on Reception.</p> <p>Available on the parish council website: www.melkshamwithout-pc.gov.uk</p> <p>Forthcoming meetings advertised in the Melksham Independent News newspaper delivered to all residents (apart from a few residents) free of charge every fortnight (list published quarterly).</p> <p>The parish council has 13n. noticeboards that display the list of meeting dates.</p> <p>Once the agenda pack has been uploaded to the website the week before the meeting, a link is posted on social media advertising the meeting.</p>	Free of charge

Agendas of meetings (as above)	<p>Available on the parish council website: www.melkshamwithout-pc.gov.uk. Upcoming meetings are on the home page, with calendar of meetings with agendas and agenda packs. They remain on the website after the meeting.</p> <p>The parish council has 13n. noticeboards that display the agendas the week before the meeting.</p> <p>Once the agenda pack has been uploaded to the website the week before the meeting, a link is posted on social media advertising the meeting.</p>	Free of charge
<p>Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure</p> <p>Video recordings of meetings</p>	<p>Available on the parish council website: www.melkshamwithout-pc.gov.uk.</p> <p>Hard copy available</p> <p>Video recordings of meetings are available on YouTube via the dedicated channel “Melksham Without Parish Council” the day after the meeting until the approval of the meeting minutes, when the recording is then deleted.</p>	10p per A4 sheet plus postage
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Agenda pack uploaded to the website under the relevant meeting the week before the meeting, and remains online	10p per A4 sheet plus postage
Responses to consultation papers	Detailed in the minutes of the meeting when the response was approved. If delegated to the Clerk then attached as an appendix to the meeting if appropriate. On occasion, if of particular public interest, then also published separately on the	10p per A4 sheet plus postage

	<p>website (eg response to potential Melksham Bypass consultation).</p> <p>If members of the public attend the council meeting when it was discussed and would like to be kept updated then they can leave their contact details and consent for information to be kept and a copy can be sent to them, usually by email.</p> <p>Some consultations have the responses displayed online by anonymously.</p> <p>Hard copies available.</p>	
Responses to planning applications	<p>A response to every planning application is detailed in the minutes of the Planning Committee meetings.</p> <p>They are also displayed on the Wiltshire Council website under the comments section of the online planning portal. www.wiltshire.gov.uk</p> <p>Hard copy can be made available</p>	10p per A4 sheet plus postage
Bye-laws	Not applicable	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services)</p>	(hard copy or website)	

and responsibilities) Current information only		
<p>Policies and procedures for the conduct of Council business:</p> <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 	<p>All under Policy section of the website. Hard copies available.</p> <p>The Risk Register is not available on the website.</p> <p>Delegated decisions made by the Clerk are reported at the next Council meeting (or Asset Committee meeting if related to assets such as bins, allotment shed/greenhouse permissions)</p>	<p>10p per A4 sheet plus postage</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <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 and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including 	<p>Staffing policies are not available on the website but the Complaints Procedure and Data Protection policies are which cover Subject Access Requests, Schedule of Information available under the Freedom of Information Act. Hard copies available.</p> <p>Details of current vacancies will be advertised more prominently on the home page of the parish council website, on noticeboards, on social media and in the local press.</p>	<p>10p per A4 sheet plus postage</p>

those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	On the website under Policies, under the Data Protection Policies section. NB: Policy on CCTV usage to be written, but decisions on use is detailed in the minutes of meetings when it's been considered. Hard copies available.	10p per A4 sheet plus postage
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	None	
Assets register, including details of public land and building assets	A summary of the assets register is detailed in the annual Supporting Statement to the Statement of Accounts with a list of the land and buildings the parish council own as well as those they are a tenant for, and landlord for. The annual report that	10p per A4 sheet plus postage

	<p>details the compliance to the Transparency Act includes a list of building and land owned, as well as car park spaces.</p> <p>Included in the agenda pack for the Finance Committee in May when they review the final figure for the Annual Return and also with the agenda pack for the Asset Management Committee in the Spring/Early Summer when the condition of each item is reviewed.</p>	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Disclosure log to be added to the website, with hard copies available, moving forward.	
Register of members' interests	<p>The parish council's website has a link to the local authority Wiltshire Council's website where the Register of Interests is published.</p> <p>At the beginning of every Council and Committee meeting members declare any interest and this is recorded in the minutes of the meeting.</p> <p>Hard copy available</p>	10p per A4 sheet plus postage
Register of gifts and hospitality	<p>Hard copy available To display on website moving forward.</p> <p>Melksham Without Parish Councillors and staff will register gifts or hospitality received or offered with an estimated value over £50. No acceptance of gifts will be accepted if the cumulative value from any one organisation or individual exceeds £200 in</p>	10p per A4 sheet plus postage

	any 12 month period.	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	See Amenities section of the website, then “Berryfield Allotments” or “Briansfield Allotments” Noticeboards in the Allotment Sites Hard copy available	10p per A4 sheet plus postage
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	See Links section of the website, then “Community Groups and Village Halls”	10p per A4 sheet plus postage
Parks, playing fields and recreational facilities	See Amenities section of the website, then “Bowerhill Sports Field”. Listed on the Assets list and list of land owned by the parish council To add to website a section on play areas owned and maintained by the parish council	10p per A4 sheet plus postage
Seating, litter bins, clocks, memorials	Detailed on the Asset Register which is available on request,	10p per A4

and lighting	and in the agenda pack annually when the condition of assets is reviewed by the Asset Management Committee.	sheet plus postage
Bus shelters	Detailed on the Asset Register which is available on request, and in the agenda pack annually when the condition of assets is reviewed by the Asset Management Committee.	10p per A4 sheet plus postage
Markets	Not applicable	
Public conveniences	Not applicable NB: the parish council provide funding to Melksham Town Council towards the running cost of the Market Place toilets	
Agency agreements	Not applicable – but a standing item to be reported on is detailed in the annual report of compliance to the Transparency Act	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Bowerhill Sports Field & Pavilion – see above Allotments – see above Occasional photocopying for newsletters for community groups – see schedule of charges in policies section of website	Free of Charge
Additional Information		
Information not itemised in the lists above		

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 @ 0.00450p per sheet (black & white)	Actual cost * + paper cost + element of staff time
	Photocopying @ 0.045p per sheet (colour)	Actual cost + paper cost + element of staff time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred