TATWORTH AND FORTON PARISH COUNCIL

PUBLICATION SCHEME AND GUIDE TO INFORMATION

Adopted under the Information Commissioner's Office Model Publication Scheme

Adopted on 5th November 2026
Minute No 205/26

1. Introduction

Tatworth & Forton Parish Council is committed to openness and transparency and will make information available in accordance with the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

This Publication Scheme has been prepared and approved in accordance with the Information Commissioner's Office (ICO) Model Publication Scheme for local councils.

The Council will:

- Proactively publish information that is held and falls within the classifications below.
- Make information available online wherever possible.
- Provide hard copies where requested, subject to the schedule of charges contained in this document.
- Regularly review the information it publishes to ensure it remains current and accurate.

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2. How Information Can Be Obtained

Information will generally be available:

- On the Council's website;
- By email on request;
- By inspection at a mutually convenient time;
- By written request to the Clerk.

Contact details:

The Clerk to Tatworth & Forton Parish Council
The Parish Office
Tatworth Memorial Hall
Kents Road
Tatworth
Chard
Somerset TA20 2QA

Telephone: 01460 220063
Email: clerk@tatworthandfortonparishcouncil.org.uk
Website: www.tatworthandfortonparishcouncil.org.uk

CLASS 1 – WHO WE ARE AND WHAT WE DO

(Organisational information, structures, locations and contacts)

Current information only.

Information available:

- Roles and responsibilities of the Council
- Councillor details
- Committee membership and terms of reference
- Contact details for the Clerk
- Council office address
- Parish Council structure
- Representation on outside bodies

Availability: Website and/or on request

CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT

(Financial information relating to actual and projected income and expenditure)

Current and previous financial years as a minimum.

Information available:

- Annual Governance and Accountability Return (AGAR)
- External Auditor Reports
- Internal Audit Reports
- Approved Budget
- Annual Accounts
- Precept information
- Financial Regulations
- Financial Risk Assessment
- Grants awarded and received
- List of awarded contracts (where applicable)
- Asset Register
- Members' Allowances and Expenses (if applicable)

Availability: Website and/or on request

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

(Strategies, plans, performance information and reviews)

Information available:

- Annual Report to the Parish Meeting
- Strategic Plans (where applicable)
- Community Plans (where applicable)
- Action Plans (where applicable)
- Relevant project updates (where applicable)
- Reports of major initiatives (where applicable)

Availability: Website and/or on request

CLASS 4 – HOW WE MAKE DECISIONS

(Decision-making processes and records of decisions)

Current and previous council year as a minimum.

Information available:

- Council meeting schedule
- Agendas
- Minutes
- Committee minutes
- Delegated decision records (where applicable)
- Consultation responses
- Planning consultation responses
- Public reports submitted to meetings

Availability: Website and/or on request

CLASS 5 – OUR POLICIES AND PROCEDURES

(Current written protocols, policies and procedures)

Information available:

Governance

- Standing Orders
- Financial Regulations
- Councillor Code of Conduct
- Committee Terms of Reference
- Scheme of Delegation

Information Management

- Freedom of Information Policy
- Publication Scheme
- Data Protection Policy
- Privacy Notice
- Subject Access Request Procedure
- Records Retention Policy

Complaints and Standards

- Complaints Procedure
- Member/Officer Protocol
- Whistleblowing Policy

Employment

- Employment Policies and Procedures
- Equality and Diversity Policy
- Health and Safety Policy

Service-Specific Policies

- Cemetery Regulations (where applicable)
- Memorial Safety Policy (where applicable)
- Community Asset Policies
- Professional Advice Policy

Availability: Website and/or on request

CLASS 6 – LISTS AND REGISTERS

(Currently maintained public registers and lists)

Information available:

- Asset Register
- Register of Members' Interests
- Register of Gifts and Hospitality (where maintained)

- Any publicly available statutory register

Certain information may be inspected only where legislation requires.

Availability: Website, Monitoring Officer website and/or on request

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. CLASS 7 – THE SERVICES WE OFFER

(Information about services provided by the Council)

Information available:

- Burial Ground services
- Allotments (if applicable)
- Open spaces
- Village greens
- Community facilities
- Rights of way information (where held)
- Local amenities
- Fees and charges

Availability: Website and/or on request

Availability of Information

Most information is available electronically and free of charge through the Council website.

Where information cannot reasonably be provided online, copies will be supplied upon request subject to the charging schedule below.

The Council reserves the right to withhold information where an exemption under the Freedom of Information Act 2000, Environmental Information Regulations 2004 or other legislation applies.

. Schedule of Charges

Type of Charge	Basis of Charge
Information published on the website	Free
Information sent by email	Free
Inspection of documents	Free
Photocopying/printing (A4 Black & White)	Actual cost of copying

Type of Charge	Basis of Charge
Photocopying/printing (A4 Colour)	Actual cost of copying
Larger format documents	Actual reproduction cost
Postage	Actual Royal Mail cost
USB storage device (if requested)	Actual purchase cost
Statutory fees	As prescribed by legislation

The Council may require payment before supplying the requested information.

• Requests for Information

Requests for information should be directed to:

The Clerk to the Council
Tatworth & Forton Parish Council

Email: clerk@tatworthandfortonparishcouncil.org.uk

The Council will respond to requests in accordance with the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.
