



Melksham Town Council Publication Scheme Policy

Date Adopted: 20th October 2025

Date Due For Review: October 2028



PUBLICATION SCHEME POLICY

1. Introduction

- 1.1. This publication scheme commits an authority 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 council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 1.2. The scheme commits a council:
 - 1.2.1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the council and falls within the classifications below.
 - 1.2.2. To specify the information which is held by the council and falls within the classifications below.
 - 1.2.3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - 1.2.4. 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.
 - 1.2.5. To review and update on a regular basis the information the council makes available under this scheme.
 - 1.2.6. To produce a schedule of any fees charged for access to information which is made proactively available.
 - 1.2.7. To make this publication scheme available to the public.
 - 1.2.8. To publish any dataset held by the council that has been requested, and any updated versions it holds, unless the council 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 council 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.
- 1.3. The Council is obliged to have a register of items that have been requested under the Freedom of Information Act.
- 1.4. The Council will only release information in accordance with the General Data Protection Regulation (UK) and the Data Protection Act 2018
- 1.5. **Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.
- 1.6. **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

- 1.7. **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections, and reviews.
- 1.8. **How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 1.9. **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
- 1.10. **Lists and registers:** Information held in registers required by law and other lists and registers relating to the functions of the council.
- 1.11. **The services we offer:** Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.
- 1.11.1. The classes of information will not generally include:
- 1.11.1.1. 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.
 - 1.11.1.2. Information in draft form.
 - 1.11.1.3. 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.
- 1.12. **The method by which information published under this scheme will be made available:** The council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 1.12.1. Where it is within the capability of the council, 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, the council will indicate how information can be obtained by other means and provide it by those means.
- 1.12.2. 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.
- 1.12.3. Information will be provided in the language in which it is held or in such other language that is legally required. Where a council is legally required to translate any information, it will do so.
- 1.12.4. 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.

2. Charges which may be made for information published under this scheme

- 2.1. 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 council for routinely published material will be justified and transparent and kept to a minimum.

- 2.2. 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.
- 2.3. Charges may be made for actual disbursements incurred such as:
 - 2.3.1. photocopying;
 - 2.3.2. postage and packaging;
 - 2.3.3. the costs directly incurred because of viewing information.
- 2.4. 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.
- 2.5. 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.
- 2.6. 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.

3. Written requests

- 3.1. Information held by the council 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**.

4. Appendices

- 4.1. Appendix 1 – Information available and methods of publication.
- 4.2. Appendix 2 – Schedule of charges

Appendix 1

Information available under the model publication scheme

Information to be Published	How the Information can be Obtained
WHO WE ARE AND WHAT WE DO <i>(current information only)</i> Organisational information, structures, locations and contacts.	
Who's who on the Council and its Committees	Website/ Hard copy
Contact details for Town Clerk and Council members	Website/ Hard copy
Location of main Council office and accessibility details:	Website
Staffing structure	Website/ Hard copy
WHAT WE SPEND AND HOW WE SPEND IT <i>(current and previous financial year as a minimum)</i> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits.	
Annual Return and report by auditor	Available for viewing at Council Office Website/Copies available on request
Finalised budget	Available for viewing at Council Office Website/Copies available on request
Precept	Available for viewing at Council Office Website/Copies available on request
Financial Standing Orders and Regulations	See "Our Policies and Procedures" section below
List of current contracts awarded and value of contract	Details available on request
Members' allowances and expenses	No ordinary members allowance is paid; the Mayor receives an annual allowance. Details available on request. Expenses can be paid in certain circumstances.
WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Strategies and plans, performance indicators, audits, inspections and reviews.	
Annual Report (current and previous year as a minimum)	Available for viewing at Council Office Website/Hard Copy
5 Year Strategic Plan	Available for viewing at Council Office Website/Hard Copy
HOW WE MAKE DECISIONS <i>(current and previous council year as a minimum)</i> Decision making processes and records of decisions.	
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Available for viewing at Council Office Website/Hard Copy

Agendas of meetings (as above)	Available for viewing at Council Office Website/Hard Copy
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	Available for viewing at Council Office Website/Hard Copy
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	Available for viewing at Council Office Website/Hard Copy
Responses to consultation papers	Included in minutes (see above)
Responses to planning applications	Included in minutes (see above)
Byelaws	The Council has not enacted any byelaws
OUR POLICIES AND PROCEDURES <i>(current information only)</i> Written protocols, policies, and procedures for delivering our services and responsibilities.	
Policies and procedures for the conduct of Council business: • Procedural standing orders • Financial Regulations • Committee and sub-committee terms of reference • Code of Conduct • Policy statements	Available for viewing at Council Office Website/Hard Copy
Policies and procedures for the provision of services and about the employment of staff: • Employee Handbook • 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)	Available for viewing at Council Office on request Website/Hard Copy

Document management policy (records retention, destruction, and archive)	Available for viewing at Council Office Website/Hard Copy
Schedule of charges (for the publication of information)	See Appendix 2
LISTS AND REGISTERS <i>(currently maintained lists and registers only)</i>	
Assets register	Available for viewing at Council Office Website/Hard Copy
Register of members' interests	Available via our website or from the Wiltshire Council website: http://services.wiltshire.gov.uk/TownAndParish/ROI
THE SERVICES WE OFFER <i>(current information only)</i> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	
Information available on request.	

Enquiries or requests for information detailed above should be made to:

The Town Clerk
Melksham Town Council
Town Hall, Market Place
Melksham, Wiltshire
SN12 6ES

Telephone: 01225 704187
Email: towncouncil@melksham-tc.gov.uk

Appendix 2

Schedule of Charges

Charges correct at March 2022.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet of A4 single sided and 20p per sheet double sided (black & white) 25p per sheet of A3 single sided (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class stamp

** The actual cost incurred by Melksham Town Council.*