

# Model publication scheme

## Freedom of Information Act

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 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 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.

## Classes of information

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

## 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.

## 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.

## 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.

## MODEL PUBLICATION SCHEME

Information available from Horton Parish Council under the model publication scheme

Horton Parish Council will make the information in this definition document available

unless: it does not hold the information;

- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority 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.

Information to be published	How the information can be obtained
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<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.</p>	<p>Hard copy Email Website</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard copy Email Website</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) Zannette Bougourd 9 Redgate Park Crewkerne TA187NL 01935571050 clerk@horton-somerset-pc.gov.uk</p>	<p>Hard copy Email Website Notice Boards</p>
<p>Location of main Council office and accessibility details</p>	<p>Email Website</p>
<p>Staffing structure</p>	<p>Hard copy Email Website</p>
<p><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</p>	<p>Hard copy Email Website</p>

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Annual return form and report by auditor	Hard copy Email Website
Finalised budget	Hard copy Email Website
Precept	Hard copy Email Website

	Email
Borrowing Approval letter (where applicable)	N/A
Financial Standing Orders and Regulations	Hard copy Email Website
Grants given and received	Hard copy Email Website
List of current contracts awarded and value of contract/contractor details redacted as per GDPR	Hardcopy
Members' allowances and expenses (where applicable)	N/A

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<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Audits Current and previous year as a minimum</p>	<p>Hard copy Email Website</p>
<p>Business Plan</p>	<p>Hard copy Email</p>
<p>Annual Report to Parish Meeting</p>	<p>Hard copy Email Website</p>
<p><b>Class 4 – How we make decisions</b></p>	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy Email Website Notice boards</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy Email Website Notice boards</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy Email Website Notice boards</p>

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Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Email Website Notice boards
Responses to consultation papers	Hard copy Email
Responses to planning applications	Hard copy Email
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)
Policies and procedures for the conduct of council business:  Standing Orders Committee terms of reference Delegated authority in respect of officers Code of Conduct	ALL  Hard copy Email Website
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy	ALL  Hard copy Email Website

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Recruitment policies (including current vacancies)	Website/SLCC
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Email Website
Information security policy	Hard copy Email
Records management policies (records retention, destruction and archive)	Hard copy Email
Data protection policies	Hard copy Email Website
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list	Hard copy
Asset register	Hard copy Email Website

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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 Email
Register of members' interests	Hard copy Email Website
Register of gifts and hospitality	Hard copy
<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)  Current information only	ALL  Hard copy Email
Recreation Ground/Play Area	Website
Play equipment	Website

Contact details:

Mrs Zannette Bougourd (Clerk/RFO)

9 Redgate Park  
Crewkerne  
Somerset  
TA18 7NL

Tel: 07471341433  
Email: [clerk@horton-somerset-pc.gov.uk](mailto:clerk@horton-somerset-pc.gov.uk)

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SCHEDULE OF CHARGES

1. copies of any available document will be supplied to any resident within the Parish of Horton(Somerset) on payment of the actual cost of copying and postage, usually 0.25p per sheet/second class postage.
2. Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Ash or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

**Exempt Material**

Personal information relating to Councillors (other than required to be declared in the Members' Register of Interests)

Personal Information relating to employees

Tenders and bids from contractors and suppliers

**Note:** Data Protection Legislation prohibits the publication of certain categories of information.