

Market Weighton Town Council  
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## Document Publication Scheme

### Document Details

	Date	By
Drafted	September 2020	Deputy Town Clerk
Reviewed	September 2020	Policy Committee
Adopted	September 2020	Full Council
Revision due	September 2022	Policy Committee

This publication scheme commits Market Weighton Town Council (referred to as the 'Council') 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.

The scheme commits the Council:

- 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.
- To specify the information which is held by the Council 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 method by which 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 Council makes available under this scheme.
- To produce a schedule of any fees charged for access to the information which is made proactively available.
- To make publication scheme available to the public.
- 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 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 are we and what we do?

### Organisation information, locations and contact, constitutional and legal governance

This can be found on the Council's website [www.marketweightontowncouncil.gov.uk](http://www.marketweightontowncouncil.gov.uk) this information includes names of the Councillors, the contact details for the Clerk and the Standing Orders for the Council.

### 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.

### Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

### List and registers

Information held on registers required by law and other lists and registers relating to the functions of the Council e.g. Burial Records for Market Weighton Cemetery.

### The services we offer

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

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 a 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 Council will indicate clearly to the public what information is covered by this scheme and how can be obtained.

Where it is within the capability of the Council, information will be provided on the website. Where it is impractical to make information available on the 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.

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 the Council 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 the 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 Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on the 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 20p per sheet
- Postage and packaging

Charges may also be made for information provided under the 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 the Council, 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 part 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 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 the provision of the information.

### Written requests

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.

## **Appendix 1**

### **Information available from Market Weighton Town Council under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b>	Website <a href="http://www.marketweightontowncouncil.gov.uk">www.marketweightontowncouncil.gov.uk</a> or email <a href="mailto:Town.clerk@marketweightontowncouncil.gov.uk">Town.clerk@marketweightontowncouncil.gov.uk</a> or in writing to: The Town Clerk Market Weighton Town Council Town Hall 37 High Street Market Weighton YO43 3AQ telephone 01430 871430	FOC  20 pence per sheet for every document + postage
Who's who on the Council and its Committees	As above	As above
Contact details for Town Clerk and Council members	As above	As above
Location of main Council office and accessibility details	Town Hall 37 High Street Market Weighton YO43 3AQ Fully accessible. Open Monday to Thursday 9.00am to 5.00pm, Friday 9.00am to 1.00pm	
Staffing structure	Website  Hard copy	FOC  20 pence per sheet for every document + postage

<b>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)</b>	<p>Website</p> <p>hard copy</p> <p>A precept notice is issued annually</p> <p>A notice of public rights to view accounts to be issued annually prior to 1<sup>st</sup> July</p>	<p>FOC</p> <p>20 pence per sheet for every document + postage</p>
Annual Return Form and report from auditor	Website on application	FOC 20 pence per sheet for every document + postage
Finalised Budget	website on application	FOC 20 pence per sheet for every document + postage
Precept	Website on application	FOC 20 pence per sheet for every document + postage
Borrowing Approval Letter from Public Works Loan Board	Upon application	20 pence per sheet for every document + postage
Financial Standing Orders and Regulations	Upon application	20 pence per sheet for every document + postage
Grants given by the Council	Published annually on website on application	FOC 20 Pence per sheet for every document + postage
Grants received by the Council	Upon application	20 pence per sheet for every document + postage
List of current contracts awarded and value of contract	Upon application	20 pence per sheet for every document + postage

Members allowances and expenses	Upon application	20 pence per sheet for every document + postage
Payments made	Published on website in the Minutes of the monthly Full Council Meeting  Upon application	FOC  20 pence per sheet for every document + postage
<b>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews</b>		
Parish plan	N/A	
Annual Report	Upon application	20 pence per sheet for every document + postage
Quality Status	N/A	
Draft Neighbourhood Development Plan	TBC	
<b>Class 4 – How we make decisions</b>  Current and previous Council year as a minimum	Website  By application  Standing Orders contain the details of the procedure on how we make decisions.	FOC  20 pence per sheet for every document + postage
Timetable for meetings	Website, notice board on application	FOC 20 pence per sheet for every document + postage
Agendas for meetings	Website, notice board on application	FOC 20 pence per sheet for every

		document + postage
Minutes of meetings	Website On application	FOC 20 pence per sheet for every document + postage
Reports presented to Council meetings	Incorporated into minutes for the meeting and published on the website  available on application	FOC  20 pence per sheet for every document + postage
Responses to planning applications	Incorporated into minutes for the meeting and published on the website. Also on ERYC website  available on application	FOC  20 pence per sheet for every document + postage
Byelaws	N/A	

<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering services	Website  Upon application	FOC  20 pence per sheet for every document + postage
<b>Policies and procedures for the conduct of business:</b>  Procedural Standing Orders Committee and Sub-committee terms of reference Delegated authority in respect of officers	Website  On application	FOC  20 pence per sheet for every document + postage

Code of conduct Policy Statements		
<b>Policies and procedures for the provision of services and about the employment of staff</b>  Equality & diversity Health & Safety policy Recruitment policy Policies & procedures for handling information requests Complaints procedure	Website  On application	FOC  20 pence per sheet for every document + postage
Information security policy	On application	20 pence per sheet for every document + postage
Records management policy (document retention schedule)	Website On application	FOC 20 pence per sheet for every document + postage
Data protection policies and GDPR	Website On application	FOC 20 pence per sheet for every document + postage
<b>Class 6 – Lists and Registers</b>		
Register of members interests	Website On application	FOC 20 pence per sheet for every document + postage
Register of gifts and hospitality	On application	20 pence per sheet for every document + postage
Asset register	On application	20 pence per sheet for every



		document + postage
Disclosure log	On application	20 pence per sheet for every document + postage
Any publicly available register or list	Burial records which can be viewed on application	20 pence per sheet for every document + postage
<b>Class 7 – The services we offer</b>		
Allotments – Agreement with tenants	On application	20 pence per sheet for every document + postage
Burial grounds and Closed Churchyards Holme Road Cemetery scale of fees	Website On application	FOC 20 pence per sheet for every document + postage
Town Hall Hire fees	On application	20 pence per sheet for every document + postage
Land Holdings – War Memorial Playing Field Londesborough Road Closed Cemetery*	On application	20 pence per sheet for every document + postage
Street furniture – seats, litter bins, grit bins, notice boards, memorials and lighting	On application	20 pence per sheet for every document + postage

<b>Type of charge</b>	<b>Description</b>	<b>Basis of charge</b>
Disbursement Cost	Photocopying @ 20p per sheet	Actual cost
Statutory fees		In accordance with the relevant legislation