

COPYTHORNE PARISH COUNCIL MEETING – FEBRUARY 10TH 2026

Item 15 – To receive and approve a review of the Council’s “Publication Scheme” and “Document Retention Policy”

BACKGROUND

At the January 22nd 2026 Personnel & Governance Advisory Committee meeting members discussed a review by the Clerk of the Council’s “Publication Scheme” and “Document Retention Policy”. The Clerk advised that his work on the review had included discussions/contact with NALC/HALC; the Information Commissioners Office (ICO); and the Hampshire County Records office.

No changes had been made to the Council’s existing Publication Scheme other than including the ICO Model Publication Scheme version number in the opening paragraph.

A few changes had been made to the Document Retention Policy. These reflected changes to HALC/HALC guidance; changes to legislation; and the storage of Council minutes. Additions were shown in red and proposed removals were struck through.

Members of the Personnel and Governance Advisory Committee agreed with the review recommendations and agreed to present the revised documents to a future Council meeting for approval.

CURRENT POSITION

The agreed versions of both the Publication Scheme and the Document Retention Policy are attached.

REQUIRED

Council is asked to consider the review and agree the recommendation below

RECOMMENDATION

That Council accepts the recommendation of the Personnel and Governance Advisory Committee to adopt the attached revised Publication Scheme and the Document Retention Policy.

Cllr. Graham Chillcott
Chair of the Personnel & Governance Advisory Committee
January 28th 2026

Publication Scheme for Copythorne Parish Council

This publication scheme has been prepared from the model issued (as Version 3.0 20211029) by the Information Commissioner. It commits Copythorne Parish 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 authority. Additional assistance is provided to the definition of these classes in sectorspecific guidance manuals issued by the Information Commissioner.

The scheme commits the 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 data set 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.

Information to be published	How the information can be obtained
Who we are and what we do Organisational information, locations and contacts, constitutional and legal governance. (This will be current information only)	
Who's who on the Council and its Advisory Committees	(hard copy and/or website)
Contact details for Parish Clerk and all Council members (named contacts with telephone number and email addresses)	(hard copy and/or website)
Location of main Council office and accessibility details	(hard copy and/or website)
Standing Orders and Financial Regulations	(hard copy and/or website)
Risk Management Scheme	(hard copy and/or website)

What we spend and how we spend it Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts. (Current and previous financial year as a minimum)	
Annual Governance and Accountability Return, Internal and External Auditors' Reports	(hard copy and/or website)
Finalised budget	(hard copy and/or website)
Precept	(hard copy and/or website)
Financial Standing Orders and Regulations	(hard copy and/or website)
Grants given and received	(hard copy and/or website)
List of current contracts awarded and value of contract	(hard copy and/or website)
Members' allowances and expenses	n/a
What our priorities are and how we are doing Strategy and performance information, plans, assessments, inspections and reviews.	
Council Objectives	(hard copy and/or website)
Newsletter	(hard copy and/or website)
How we make decisions Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations. Current and previous council year as a minimum.	
Timetable of meetings (Council, any Advisory Committee meetings and parish meetings)	(hard copy and/or website)
Agendas of meetings (as above)	(hard copy and/or website)
Minutes/Notes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting	(hard copy and/or website)
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting	(hard copy and/or website)
Responses to consultation papers	(hard copy and/or website)
Responses to planning applications	(hard copy and/or website of Local Planning Authorities)

Our policies and procedures Current written protocols for delivering our functions and responsibilities.	
Policies and procedures for the conduct of council business: • Procedural standing orders • Advisory Committee terms of reference • Delegated authority in respect of Officers • Code of Conduct • Co-Option Policy • Reserves Policy	(hard copy and/or website)
Policies and procedures for the provision of services and about the employment of staff: • Internal policies relating to the delivery of services • Audio Visual Recording Policy • General Privacy Notice • Grant Awarding Policy • Social Media Policy • Grievance Procedure • Disciplinary Procedure • Staff Performance Appraisal Policy • Anti-harassment & bullying Policy • Training and Development Policy	(all hard copy and/or website)
Complaints Policy Vexatious Complainants Policy	(hard copy and/or website) (hard copy and/or website)
Data Protection and Information Policy Freedom of Information Policy Subject Access Request Policy	(hard copy and/or website) (hard copy and/or website) (hard copy and/or website)

Lists and Registers Information held in registers required by law and other lists and registers relating to the functions of the authority.	
Assets Register	(hard copy and/or website)
Register of members' interests	(hard copy and/or website)
Register of gifts and hospitality	(hard copy and/or website)
The services we offer Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.	
Playground equipment	(hard copy and/or website)
Bus shelter	(hard copy and/or website)
Seating, litter bins, memorials	(hard copy and/or website)
Information Hubs (red phone boxes)	(hard copy and/or website)

Contact details

David Rigby, Parish Clerk & RFO
 Parish Office, C/O 9 The Cleaves, Totton, SO40 8WL
 Tel: 02381 120150
 Email: parishclerk@copythorne.org.uk

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost incurred by the PC
	Photocopying @10p per sheet (colour)	Actual cost incurred by the PC
	Postage	Actual cost incurred by the PC

Copythorne Parish Council – Document Retention Policy

1. **Purpose:** Copythorne Parish Council requires a wide variety of documents for transacting its business and is committed to retaining these documents in a format and for periods of time that enables the Parish Council to meet its statutory obligations in respect of documents subject to legislation.

The document storage arrangements should:

- Ensure security of documents
 - Protect employee's privacy
 - Facilitate access to information
 - Optimise the use of storage space
 - Be cost effective
 - Facilitate the destruction of redundant documents
2. **Scope:** This policy applies to users of Copythorne Parish Council information records, both paper and electronic, it includes councillors and employees.
 3. **Statutory Requirements:** Documents subject to a statutory period of retention are identified by their associated legislation in Annex A.
 4. **Security of Documents:** Copythorne Parish Council records are held in paper and/or electronic format. To minimise the risk of accidental loss of valuable records, masters or copies (as deemed appropriate) will be stored off site.
 5. **Employee's privacy:** The privacy of personnel records will be appropriately assured.
 6. **Availability and Access:** All records necessary to Copythorne Parish Council's business will be retained for a period of time that reasonably assures the availability of records needed.
 7. **Storage space and cost:** Redundant records may be destroyed in order to reduce the cost of storage, indexing and handling the vast quantity of documents that would otherwise accumulate. Destruction of documents will be undertaken in accordance with the provisions of this policy to avoid any inference that a document was destroyed in anticipation of a problem.
 8. **Electronic storage:** Records maintained electronically will be subject to the same rules of retention and security as paper records.
 9. **Implementation of the Policy:** that Clerk will be responsible for the implementation of the policy.
 10. **Monitoring and Review:** the policy will be reviewed periodically to monitor its effectiveness.
 11. **Guidance:** In drafting this policy the Council has been guided by the information contained in the Hampshire Association of Local Council's Guidance Note on Data Retention.

Annex A

Document	Minimum retention period	Reason
Signed minutes of council meetings (Hard copy)	Indefinite (Copies from May 2019 held locally, older stored by Hampshire County Council).	Archive
Scale of fees and charges	6 years	Management
Receipt and payment accounts (Hard copy)	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank statements including deposit/savings accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years (held by Council bankers)	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash, postage and telephone books (where maintained)	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Wages books/Payroll records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	6 years 40 years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management (No longer applies)
Investments	Indefinite	Audit, Management
Title deeds, leases,	Indefinite	Audit, Management
Members allowances	6 years	Tax, Limitation Act 1980
Health and Safety		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection records	25 years	Management
Risk assessment	3 years from last assessment	Management
Members		
Register of members interests	18 months after individual ceases to be a Member	Management
Miscellaneous		
Complaints	5 yrs. after closure of case	Management
Press releases	1 years	Management
Public consultation - survey and returns	3 years	Management
Reports	6 years	Management
Parish Council Newsletters	6 years	Management
Correspondence (e-mail & paper)	Kept in accordance with its subject matter 6 years	Management

Document	Minimum retention period	Reason
Documentation for Legal purposes (unless extended)		
Negligence	6 yrs.	Limitation Act 1980 (as amended)
Defamation	1 yr.	Limitation Act 1980 (as amended)
Contract	6 yrs.	Limitation Act 1980 (as amended)
Sums recoverable	6 yrs.	Limitation Act 1980 (as amended)
Leases	12 yrs.	Limitation Act 1980 (as amended)
Personal injury	3 yrs.	Limitation Act 1980 (as amended)
To recover land	12 yrs.	Limitation Act 1980 (as amended)
Rent	6 yrs.	Limitation Act 1980 (as amended)

Adopted by Council **09/06/2020**
Reviewed by Council **xx/xx/xxxx**